DOCUMENT RESUME

ED 126 765 HE 007 408

TITLE	Elmira College Information Manual.
INSTITUTION	Elmira Coll., N.Y.
PUB DATE	75
NOTE	161p.
EDRS PRICE	MF-$0.83 HC-$8.69 Plus Postage.
DESCRIPTORS	Academic Freedom; Academic Standards; Administrative Organization; *Administrative Policy; Administrator Responsibility; *College Faculty; Committees; Faculty Advisors; Faculty Evaluation; Fringe Benefits; *Governance; Grading; *Higher Education; Job Tenure; *Personnel Policy; *Private Colleges; Records (Forms); Teacher Responsibility
IDENTIFIERS	Elmira College; *Faculty Handbooks; New York

ABSTRACT

Specific duties and responsibilities of the various segments of the faculty and administration of Elmira College, New York, are presented in the first two sections of the information manual. Other sections contain information on general policies and regulations for faculty; tenure, appointments and leaves; faculty evaluation (including forms for students and colleagues) and development systems; policies on financial matters; faculty as academic advisors; the curriculum; academic regulations; policies on registration, examinations, and grading; class attendance; Gennett-Tripp Learning Center; teaching fellows program (for junior and senior students); faculty associates (a paraprofessional program for college graduates); research policies; proposals; use of facilities. Appendices include statements of policy for academic freedom and tenure, the college retirement and insurance system, and names of administrative officers (1974). (JT)

Documents acquired by ERIC include many informal unpublished materials not available from other sources. ERIC makes every effort to obtain the best copy available. Nevertheless, items of marginal reproducibility are often encountered and this affects the quality of the microfiche and hardcopy reproductions ERIC makes available via the ERIC Document Reproduction Service (EDRS). EDRS is not responsible for the quality of the original document. Reproductions supplied by EDRS are the best that can be made from the original.

ED126765

ELMIRA COLLEGE
INFORMATION MANUAL

HE 007 408

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY.

2

FORWARD

This edition of the Elmira College Information Manual supercedes previous ones.

The Information Manual identifies specific duties and responsibilities of the various segments of the faculty and administration, lists general regulations and prerequisites, and shows the relationships among the offices. The brief statements of responsibilities for the major college offices are not job descriptions, but are guidelines to help faculty, staff, and students direct questions to the appropriate office.

In addition to the Information Manual, the College publishes annually:

a. Elmira College Catalogue
b. Advisors Manual
c. Continuing Education Catalogues
d. Graduate Catalogue
e. Faculty Committee List
f. Student Handbook
g. Course Description Catalogues
h. College Directory

These publications are considered part of the Information Manual in that they expand on certain items in the Manual.

The regulations and prescriptions in the Information Manual are considered to be part of the Professional and Contractual obligations between the faculty and administrators and the College.

Suggestions for improving future editions of the Information Manual are welcome and should be sent to the Provost.

Effective: April, 1974

TABLE OF CONTENTS

Section I	Administrative Organization	Page 4
Section II	Faculty Organization	Page 30
Section III	General Policies and Regulations for Faculty	Page 39
Section IV	Tenure, Appointments and Leaves	Page 45
Section V	Faculty Evaluation and Development Systems	Page 52
Section VI	Policies on Financial Matters	Page 60
Section VII	Faculty As Academic Advisers	Page 79
Section VIII	The Curriculum	Page 81
Section IX	Academic Regulations	Page 85
Section X	Policies on Registration, Examinations and Grading	Page 92
Section XI	Class Attendance	Page 100
Section XII	Gannett-Tripp Learning Center	Page 102
Section XIII	Teaching Fellows Program	Page 105
Section XIV	Faculty Associates	Page 106
Section XV	Research Policies	Page 108
Section XVI	Proposals	Page 110
Section XVII	Use of Facilities	Page 112
Appendix A	A Policy for Academic Freedom and Tenure	Page 117
Appendix B	Elmira College Retirement and Insurance System	Page 120

Appendix C Excerpts from the By-Laws Page 124

Appendix D Article 129-A, New York State Education Law Page 126

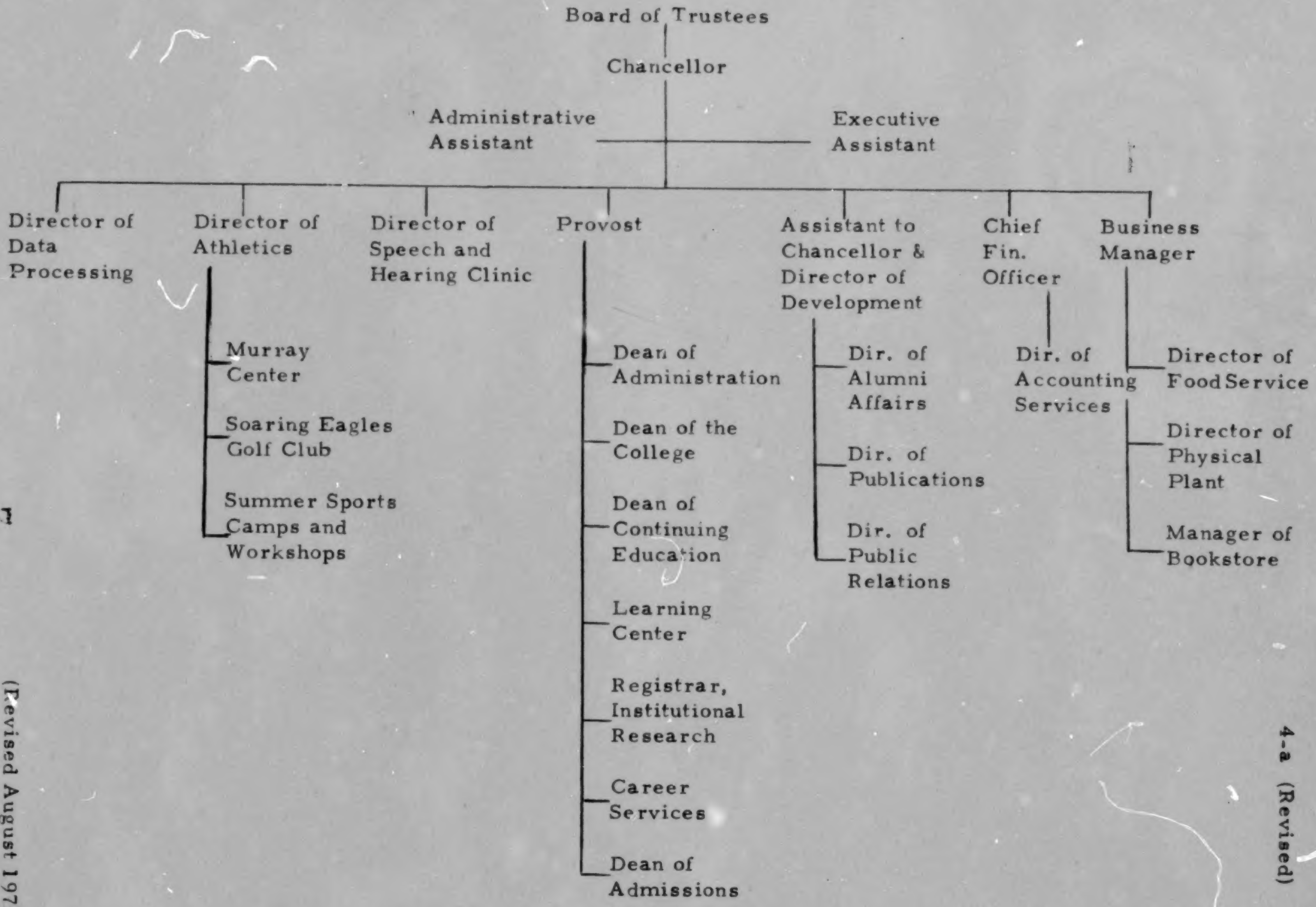
Appendix E Names of Administrative Officers Page 132

Index Page 134

SECTION I

ADMINISTRATIVE ORGANIZATION

In the following section the responsibilities and functions are described so as to provide a guide for the identifications of offices to which questions, requests for information, and requests for action can be directed. The following chart is intended to convey a generalized view of the major lines of responsibility.


Board of Trustees
Chancellor
Administrative Assistant
Executive Assistant
Director of Data Processing
Director of Athletics
Murray Center
Soaring Eagles Golf Club
Summer Sports Camps and Workshops
Director of Speech and Hearing Clinic
Provost
Dean of Administration
Dean of the College
Dean of Continuing Education
Learning Center
Registrar, Institutional Research
Career Services
Dean of Admissions
Assistant to Chancellor & Director of Development
Dir. of Alumni Affairs
Dir. of Publications
Dir. of Public Relations
Chief Fin. Officer
Dir. of Accounting Services
Business Manager
Director of Food Service
Director of Physical Plant
Manager of Bookstore

(Revised August 1975)

I-A. OFFICE OF THE CHANCELLOR

1. The Chancellor has the following responsibilities:

   a. to administer the government and direct the functioning of the College as its chief executive officer;

   b. to act as the agent of communications between the Board of Trustees and all other College constituencies;

   c. to promote the well-being and the excellence of the College by working constructively with the Board, the officers, the staff, the faculty, and the students;

   d. to represent the College at professional and College functions;

   e. to interpret the College to the general public;

   f. to prepare the annual capital and operating budgets of the College for the Board of Trustees;

   g. to plan the future development and programming of the College.

2. The relationships of the Chancellor and the Board of Trustees are stated in Article VII of the By-Laws of Elmira College (January 27, 1945).

   Section 1. The Chancellor of the College shall be a member ex officio of the Board of Trustees and shall be the head of all educational departments of the College, exercising, subject to the rules and regulations of the Board of Trustees, such supervision and direction as will promote the efficiency of such educational departments. He shall preside at the meetings of the faculty and shall be the official medium of communication between the faculty and the Board of Trustees, and between the students and the Board of Trustees.

   He shall recommend to the Board all promotions and assignments for the faculty.

He shall be responsible for the educational standards and discipline of the College, and for executing such measures concerning internal administration of the College as the Board of Trustees or Executive Committee may enact, and shall perform such other duties as from time to time may be assigned to him by the Board of Trustees.

Section 2. The Chancellor of the College shall make and submit to the Board of Trustees at its stated meetings, and at such other times as the Board or the Executive Committee may require, a report of the work and condition of the College, and shall present for the Board's consideration such measures as he shall deem necessary or advisable for the welfare of the College.

Section 3. In case of vacancy in the office of the Chancellor of the College, or of the absence of the Chancellor, or of his inability to serve, the Board may appoint an Acting Chancellor of the College.

3. Under these provisions the Chancellor is concerned directly or through administrative officers, faculty, and students with the following:

a. administrative policy;
b. educational programs;
c. faculty contracts;
d. promotion, tenure, salaries;
e. appointment of new personnel;
f. college budgets;
g. buildings;
h. development and public relations;
i. applications for grants;
j. discipline cases.

4. The Chancellor is a member of all College committees as ex officio, active, or as Chairman. He is Chairman of the Discipline Committee, the Academic Standards Committee, and the College Advisory Board.

5. The faculty are asked to avoid confusing matters which belong to the several administrative officers by failing

to use proper channels. Matters having to do with administration should be presented in writing if possible.

6. For Faculty purposes, varying with the area to be considered, the most common administrative channel is --

(1) Dean of Administration, and/or (2) Provost, or appropriate administrative department head, and (3) Chancellor. Requests concerning expenditure of nonbudgeted funds, academic policy, or procedural matters should follow this channel.

I-B. OFFICE OF THE PROVOST

Board of Trustees

Chancellor

Provost

Dean of Administration

Dean of the College

Dean of Continuing Education

Director, Gannett-Tripp Learning Center

Registrar and Director of Institutional Research

Director of Career Services

Dean of Admissions

1. The Provost has the direct responsibility for the proper organization and functioning of the academic program of the College within its established policies and stated purposes. He promotes scholarship among faculty and students, maintains proper standards of instruction, and encourages the development of all available resources for continuous improvement of the academic program. He fulfills specific duties assigned to him by the Chancellor. He is Chairman of the Curriculum Committee and of the Faculty Executive Committee. In the absence of the Chancellor, the Provost is the officer in charge. If the absence of the Chancellor is to be brief, the Provost will function in place of the Chancellor only when delay would be prejudicial to the College or any of its constituents. In a more protracted absence of the Chancellor, the Provost will exercise authority for the Chancellor to insure that all functions of the College continue as normally as possible.

2. The specific responsibilities of the Provost include the following:

   a. the supervision of all offices reporting to his;

b. the development and supervision of budgets for these offices;
c. curricular matters including curricular development and the discontinuing, alternating, and initiation of courses and sections;
d. academic procedures;
e. in conjunction with the Dean of Administration, evaluations of faculty for retention, tenure, promotions, and salary;
f. in conjunction with the Dean of Administration, recruitment of new faculty;
g. counseling faculty;
h. unusual student difficulties and questions;
i. ex officio membership on all faculty committees;
j. prepare annual evaluative reports for the Chancellor.

I-C. OFFICE OF THE DEAN OF ADMINISTRATION

1. The Dean of Administration is the principal contact between the faculty and the administration on all matters relating to faculty functions.

2. Responsibilities of the Dean of Administration include:

   a. To improve the quality of education at Elmira College by:

      (1) Recruiting and maintaining faculty who are sincerely interested in student-centered interdisciplinary education and who are willing to work to improve instruction through the use of any and all techniques which are likely to produce positive results.

      (2) Encouraging and leading faculty in the development of interdisciplinary programs and incorporating experiential learning into the curriculum.

      (3) Encouraging faculty participation in off-campus learning.

      (4) Developing sound methods for faculty evaluation.

      (5) Helping faculty develop their potential as leaders in curricular innovation.

      (6) Implementing approved curricular changes.

      (7) Helping faculty see themselves as part of the Elmira College Community committed to the development and improvement of all aspects of that community.

      (8) Encouraging faculty to participate actively in the Field Experience program with the expectation that such participation will lead to necessary improvements in the program.

(9) Interpreting for the faculty College policies which are essential for the maintenance of high standards.

(10) Developing a system of faculty accountability which will insure continuing quality performance and maintenance of academic freedom.

(11) Improving existing curricular programs.

(12) Developing new programs.

(13) Ensuring maximum educational return from expenditures from academic budgets.

(14) Encouraging activities which contribute to the intellectual climate of the campus.

(15) Encouraging the professional development and community involvement of the faculty.

(16) Alerting faculty to opportunities for obtaining grants for the development of programs in given areas.

(17) Creating an atmosphere of mutual trust so that free discussions can develop.

(18) Ensuring the most efficient and effective use of faculty associates.

(19) Helping faculty improve as student advisors.

b. To develop the potential for flexibility and variety in programs available to all Elmira College students by coordinating programs through:

(1) Judicious use of available faculty.

(2) Planning programs in such a way that a given experience may be useful to all students.

(3) Using the expertise of all faculty in the

development of new programs.

(4) Working closely with the personnel in Continuing Education to develop new programs of value to both full-time and part-time students.

c. To cooperate fully with all administrative offices recognizing that it is not possible to separate the academic from the economic and social aspects of the educational process.

d. Prepare an annual evaluative report for the Chancellor.

I-D. OFFICE OF THE DEAN OF THE COLLEGE

1. The Dean of the College directs the activities of the following offices:

   a. Assistant Dean for Residence Halls and Counseling.

   b. Counselor for Men.

   c. Director of Financial Aid.

   d. Executive Head Resident.

   e. Director of the Campus Center.

2. Responsibilities of the office include;

   a. Overseeing:

      (1) Maintenance of residence halls.
      (2) Student activities and organizations.
      (3) Health Center.
      (4) Residence hall life.
      (5) Financial Aid.

   b. Preparation and administration of budgets for the office.

   c. Coordination of the Higher Education Opportunities Program.

   d. Employment of staff.

   e. Advising Foreign Students.

   f. Coordination of academic and personal counseling and advising.

   g. Coordination of Junior Year Abroad.

   h. Initiating and maintaining contact with parents on matters affecting students.

   i. Encouraging an active relationship between intellectual and social activities.

   j. Preparation of an annual evaluative report for the Chancellor.

I-E. OFFICE OF THE DEAN OF CONTINUING EDUCATION AND COMMUNITY SERVICES

1. The Dean of Continuing Education and Community Services is responsible for the development of programs which relate to the needs of part-time students, both graduate and undergraduate.

2. Responsibilities of the office include the following:

   a. Supervision and development of the program in Continuing Education.

   b. Supervision and development of the Graduate program.

   c. Supervision and development of the Teacher Education program.

   d. Development of new programs in Continuing Education and Community Services.

   e. Coordinating Continuing Education programs with other campus educational projects.

   f. Prepare an annual evaluative report for the Chancellor.

I-F. OFFICE OF THE DIRECTOR OF THE GANNETT-TRIPP LEARNING CENTER

1. Management of the Learning Center including acquisitions, circulation, collections, production policies and procedures, and staffing and staff development in consultation with the Learning Center Committee.

2. Development and promotion of the Learning Center Concept by identifying and integrating all available resources within the college and the community.

3. Development of the Learning Center as the focal point for learning by students, faculty and administrators.

4. Providing information and training for gathering and applying information for experimentation with teaching strategies and learning styles.

5. Development of a concentration or major in communications by integrating existing course offerings with those from other disciplines and newly created courses.

6. Coordination of production services for the development of instructional materials and related auxiliary services.

7. Prepare an annual evaluative report for the Chancellor.

I-G. OFFICE OF THE REGISTRAR AND DIRECTOR OF INSTITUTIONAL RESEARCH

1. Preparation of class schedules and examination schedules.

2. Conducting registration.

3. Preparation of class lists and enrollment reports.

4. Preparation of reports on enrollment, probation, honors, membership in honorary societies, and other matters.

5. Evaluation of transcripts.

6. Supervision and administration of tests.

7. The Director of Institutional Research shall be responsible for design and preparation of informational reports necessary for academic planning and evaluation, and shall annually assess the value of and need for any such reports.

8. The Director of Institutional Research shall prepare an annual report on the academic progress of Elmira College students and shall interpret that report.

I-H. OFFICE OF CAREER SERVICES

1. The Director of the Office of Career Services has responsibility for the administration of the Field Experience Program, of Dual Degree Programs, and of the overall career service program available to all Elmira College students and alumni. Included in the latter program are the elements of career counseling, placement and graduate and professional study advisement.

a. Field Experience Program

(1) The Director approves all Field Experience contracts and assists students in finding appropriate field placement.

(2) The Director renders decisions concerning student requests for waiver of any part of the Field Experience requirement.

(3) In the event that a faculty member is unable to arrange the necessary visits for a sponsored Field Experience, the Director will try to assist by arranging visitations.

(4) The Director will cultivate Field Experience opportunities and develop field programs supportive of the Field Experience program.

(5) Prepare an annual evaluative report for the Chancellor.

b. Placement

The Coordinator of Placement is responsible to the Director and has the principal function of assisting seniors with the placement process, i.e., establishment of placement file, preparation of resumés and letters of application and follow-up correspondence, interview techniques and job search techniques. The Coordinator will also arrange for recruiters to come on campus and publicize job openings. The services previously mentioned will also be available to all graduates of the College.

The Coordinator of Placement will work with the Director in arranging on-campus career days and with the general process of undergraduate career counseling.

The Coordinator of Placement, as the need arises may be called upon to assist with the visitation of Field Experience placements.

The Coordinator of Placement will also assist students in finding part-time employment.

I-I. OFFICE OF THE DEAN OF ADMISSIONS

1. The Dean of Admissions is responsible for:

    a. a review and direction of all admissions procedures and recruiting activities;

    b. selection, supervision and evaluation of admissions staff;

    c. preparation of and control over the admissions budget;

    d. serving as Chairman of Admissions Committee and a member of Scholarship and Academic Standards Committees;

    e. development and coordination of Alumni Representative program;

    f. development of programs involving high school and community college guidance personnel;

    g. representing Elmira College on the College Center of the Finger Lakes Admissions Council;

    h. responsible for the overall long-range planning for admissions.

    i. preparation of an annual evaluative report for the Chancellor.

2. Admissions Counselors serve as the field representatives of the College. In addition to their primary responsibility of visiting high schools and discussing programs with counselors and potential candidates, other responsibilities include:

    a. motel interviews;

    b. contacting alumni;

    c. college nights;

    d. participation in College Center of the Finger Lakes joint recruiting programs.

When on campus, the Admissions Counselors are responsible for conducting campus interviews and, in the absence of a volunteer tour guide, giving campus tours. In addition to these duties, they read and evaluate candidate folders, write letters to candidates interviewed, and perform other office duties as necessary to assist the Dean of Admissions.

I-J. OFFICE OF THE ASSISTANT TO THE CHANCELLOR AND DIRECTOR OF DEVELOPMENT

Board of Trustees

Chancellor

Assistant to the Chancellor and Director of Development

Director of Public Relations

Director of Publications

Director of Alumni Affairs

1. The Assistant to the Chancellor and Director of Development aids the Chancellor in establishing and maintaining a program of support for Elmira College. While the focus of the program is on fund raising, the Director of Development concerns himself with a number of activities which promote the reputation of and interest in Elmira College. He supervises the preparation of proposals to foundations, corporations, industries, individuals, and groups other than government agencies and the program of Deferred Giving. Although the Director of Development will provide advice about them, proposals to government agencies will usually be compiled in the office of the Executive Assistant to the Chancellor.

   The Director of Development is responsible to the Chancellor and supervises and coordinates the activities of the Director of Public Relations, the Director of Publications, and the Director of Alumni Affairs.

2. The Director of Public Relations has the responsibility for publicizing Elmira College through every means possible. He is the person to communicate for the College with newspapers and periodicals, radio and TV stations, and other media which may spread information and publicity material about Elmira College. Specifically the Director of Public Relations:

   a. operates a news information bureau, including coordination of sports news;

(Revised August 1975)

(Adequate coverage of faculty activities and College events depends on the flow of information to the Director of Public Relations. Faculty should take the initiative in consulting the Director of Public Relations when they discover newsworthy material. The Director of Public Relations, soliciting material, will regularly consult the administrative offices, and faculty members. All official news releases from Elmira College will be made through the Office of Public Relations by the Director.)

b. advises the staff of the Octagon;

c. assists the Director of Development in the planning and administration of special events;

d. provides support and material for fund-raising;

e. supervises use of campus facilities by off-campus groups;

f. serves as editor of college news publications;

g. provides liaison between college and off-campus elements;

h. carries out such other duties as the Director of Development assigns.

All reports containing general information about the College should be cleared with the Executive Assistant to the Chancellor before they are mailed from the various staff offices. Reports containing financial data should have the additional clearance of the Chief Financial Officer and the Chancellor.

3. The Director of Publications designs, edits, and produces all official College Publications except those produced by students. He establishes production schedules, maintains inventories of publications and communicates for the College with printers and other technical people necessary for the production of publications. Some publications which would be cycled through the Office of Publications are: catalogs,

directories, brochures, pamphlets, books, flyers, posters, reports, programs, advertisements and letters.

Design of all work budgeted through the Office of Publications is the responsibility of that Office. Design, format, size, type, paper, inks, printer and over-all production is part of the accountability of the Office of Publications.

The Director of Publications is the Advisor of the College Student Yearbook. Otherwise, the Director of Publications will carry out such duties as the Director of Development assigns.

4. The Director of Alumni Affairs works closely with the Alumni Association and its officers and with the Director of Development. In the production of the "Campus" magazine and the Elmira College Alumni Bulletin, the Director of Alumni Affairs consults and cooperates with the Director of Publications and the Director of Public Relations. Further responsibilities of the Office of Alumni Affairs include the organization and encouragement of alumni clubs and their programs, the selection and training of leaders among the alumni, operational responsibility for certain Alumni Fund projects, and to assist the Director of Development with the program of deferred giving and estate planning.

5. Each office shall prepare an annual evaluative report for the Chancellor.

I-K. OFFICE OF THE CHIEF FINANCIAL OFFICER

1. The Chief Financial Officer is responsible for all financial functions as they relate to the development of the total educational program within the philosophy and objectives of the College. This responsibility encompasses the operation and administration of the accounting system and financial procedures of the College.

2. Specific responsibilities of the office include the following:

   a. Assist the Chancellor in the formulation of the business policies to be recommended to the Board.

   b. Establish and maintain proper systems of accounting, budget control, cost analysis, internal control, purchasing, receipts and disbursements, and supervise the operation of these systems.

   c. Be responsible for the formulation of reports to the Board for budgets and accounting.

   d. Supervise the accounting department of the College. Maintain an accurate and effective accounting system in accordance with Board regulations and Uniform Procedures as established by the American Council on Education.

   e. Supervise financial record-keeping of all auxiliary enterprises.

   f. Supervise the financial aspects of the financial aid funds and other student activities.

   g. Be responsible for adequate insurance coverage for all the College property and its operations.

   h. Advise departments as to procedures concerning appropriations, expenditures, and accounting practices.

i. Supervise the preparation and control of the annual budget.

j. Compile necessary data for statistical reports, cost comparison analysis and budget projections, and interpret these.

k. Supervise the preparation of accounting reports and annual report schedules.

l. Compile necessary data for cash forecasting and, in consultation with the Chancellor, invest excess cash for short periods of time.

m. Administer the payroll and personnel affairs of the College, including:

    (1) Payroll and personnel records.

    (2) Staff salary schedules.

    (3) Faculty and staff benefits.

n. Perform special duties assigned by the Chancellor.

o. Prepare an annual evaluative report for the Chancellor.

I-L. OFFICE OF THE BUSINESS MANAGER

1. The Business Manager is responsible to the Chancellor for those departments and employees of the College not part of the academic staff.

2. He is responsible for the economical purchase of all supplies and materials bought by the College.

3. He supervises the operation of the following:

   a. Food Service;

   b. Physical Plant, including residence halls;

   c. Bookstore;

   d. Post Office;

   e. Duplicating;

   f. Other auxiliary enterprises.

4. He is responsible for preparation of an annual evaluative report for the Chancellor.

I-M. OFFICE OF THE DIRECTOR OF ATHLETICS AND PHYSICAL EDUCATION

1. The Director of Athletics and Physical Education is responsible to the Chancellor as administrative head of the intercollegiate, intramural, and recreational sports programs of the College, including those of the Murray Athletic-Education Center and the Soaring Eagles Golf Club.

2. The Director also serves as coordinator of the Physical Education and Athletic Coaching and Recreational Leadership Certificate programs.

3. Further, the Director of Athletics shall:

    a. supervise all programs and activities in his area of responsibility;

    b. uphold the policies of Elmira College and all athletic and professional conferences and associations to which the College belongs;

    c. schedule all sports contests, and practice sessions;

    d. be responsible for all athletic facilities, the scheduling and maintenance thereof;

    e. be responsible for the equipment of the sports programs;

    f. confer with the Chancellor and/or the proper administrator(s) concerning the appointment, tenure, salary and promotion of the athletic coaching and instruction staff;

    g. take responsibility for the standards of instruction and coaching in the programs;

    h. properly administer the budgets for which he is responsible;

    i. supervise the personnel in all areas of his responsibility;

    j. maintain records as required;

    k. prepare an annual evaluative report for the Chancellor;

    l. supervise the operation of the Sports Information Bureau in cooperation with the Director of Public Relations.

(Revised August 1975)

I-N. DIRECTOR OF DATA PROCESSING AND COMPUTER PROGRAMMING

1. The Director of Data Processing and Computer Programming is responsible to the Chancellor for:

    a. overseeing all operations performed within the department;

    b. establishing schedules and priorities of work to be done by department and program therefore;

    c. doing the majority of the systems analysis for the department;

    d. employing and training new staff as the need arises;

    e. assisting in the selection of new equipment;

    f. maintaining accurate documentation of normal work processed;

    g. maintaining reasonable security of the center and its records;

    h. developing short and long range plans for the department based on the college's short and long range plans.

    i. preparing an annual evaluative report for the Chancellor.

I-O. EXECUTIVE ASSISTANT TO THE CHANCELLOR

1. The Executive Assistant to the Chancellor assists in development and implementation of the projects of the Chancellor's Office. He serves in a liaison capacity for information gathering and dissemination for staff, faculty and students on matters that concern policy or those for which special attention needs to be given.

2. Specific areas of responsibility:

    a. development and implementation of administrative policy;

    b. planning and implementation of educational programs;

    c. coordination of federal grant projects;

    d. evaluation and recommendation for proposals submitted to the Chancellor's Office;

    e. compiling information for and completion of required external reports, especially federal and state reports, and other questionnaires;

    f. planning and execution of College workshops;

    g. coordination of Commencement activities, faculty offices, office equipment distribution;

    h. Deputy Director, College Center of the Finger Lakes;

    i. serving on administrative and faculty committees by appointment.

3. The office of the Executive Assistant shall be the depository for all questionnaires completed by any other office. All reports containing general information about the College should be cleared with the Executive Assistant before they are mailed from other offices.

SECTION II

FACULTY ORGANIZATION

A. Definition of faculty for voting purposes.

The Elmira College faculty includes the Chancellor, who shall be the presiding officer of the faculty, the Provost, all persons with the rank of Assistant Professor and above, instructors who have taught one year at Elmira College, and the major administrative officers listed below.

Dean of Administration
Dean of the College
Chief Financial Officer
Dean of Continuing Education and Community Services
Director of Career Services
Assistant to the Chancellor and Director of Development
Dean of Admissions
Registrar and Director of Institutional Research
Executive Assistant to the Chancellor

These persons shall be eligible to vote at faculty meetings.

B. Under Article VIII, Section 3, of the By-Laws of Elmira College, the Faculty:

1. may determine the order of business and parliamentary procedures for its meetings;

2. may request the Chancellor to present to the Board of Trustees its recommendation on any matter that it deems to be of vital importance to the College;

3. shall set standards for admission to the College;

4. shall recommend candidates for honorary degrees;

5. shall, when requested by the Chancellor or Provost, determine standards of conduct among students or otherwise assist the administration in matters of discipline;

6. shall establish a system of grades and credits;

7. shall devise and establish the curriculum;

8. shall set requirements for graduation and recommend students for degrees.

C. Faculty Committee

1. Section four of the Academic Statute of Elmira College provides for the formation of faculty committees. In addition to ad hoc committees which may be formed from time to time by the Chancellor or the Faculty Executive Committee, the following Standing Committees have been established.

a. Executive Committee: Chaired by the Provost, the Committee includes four faculty members elected for one-year renewable terms. Members must be above the rank of instructor, have served Elmira College at least two years, and are elected in the spring to serve the following year.

The Executive Committee:

(1) nominates Faculty members to be elected to committees, trying to assure an equitable distribution of committee work among the Faculty;

(2) appoints committee members when necessary in its judgment (for instance, to insure some continuity of membership on a committee, to match a special skill or knowledge to a committee's work, or to fill an unexpected vacancy);

(3) recommends to the Chancellor changes in the organization of the Faculty into committees;

(4) prepares the agenda for meetings of the Faculty;

(5) publishes minutes of the Faculty secretary;

(6) receives all committee minutes and supervises the operation of committees;

(7) represents the Faculty between Faculty meetings;

(8) nominates the secretary of the Faculty, the Faculty representative to the Legislative Board, and the Faculty representative to the Press Conference;

(9) may sit as a grievance committee for a Faculty member, but it will hear only those grievances that it considers academic.

b. Curriculum Committee: Chaired by the Provost, the Committee includes four faculty members elected to one-year terms; the Dean of Administration, Dean of Continuing Education, and the Registrar.

The Curriculum Committee recommends new courses, considers petitions for waiver of College requirements, and acts as an impetus for curricular change.

c. Academic Standards Committee: Chaired by the Chancellor, the Committee includes the Provost, Dean of the College, Registrar, Dean of Admissions, and two members and two alternates elected by the faculty to one-year terms. (Alternates attend meetings when a regular member is unable to do so.)

The Committee reviews the academic performance of students and recommends probation or dismissal. It also considers requests for grade changes.

d. Graduate Education Committee: Chaired by the Dean of Continuing Education and Community Services, the Committee includes the Director of Continuing Education and four faculty members elected to two-year terms, two being elected each year.

The Committee oversees the Graduate program including admission of students, selection of faculty, curricular and degree candidacy.

e. Advisory Committee on Tenure and Review:

1. The functions of the committee shall be as follows:

    (a) to participate in the study of, and the development of policies for, staffing at Elmira College. This study shall be based upon careful and realistic estimates of enrollments, budgets, and other variables over five to ten years;

    (b) to clarify and recommend criteria for the evaluation of faculty members;

    (c) to make recommendations with regard to the retention of individual faculty members during and subsequent to the end of the probationary period as defined under the 1940 Conference Statement on Academic Freedom endorsed by the Association of American Colleges and by the American Association of University Professors.

2. The committee shall be staffed as follows:

    (a) the committee shall include two top academic administrative officers other than the Chancellor and eight (8) faculty members, two of whom shall be appointed by the Chancellor;

    (b) eligibility for election and/or appointment shall be the same as for the Executive Committee of the faculty;

    (c) the elected members shall be

Dean of Administration, Dean of Continuing Education, the Registrar, the Coordinators of Academic Planning, and four (4) faculty members elected for one year terms.

The Curriculum Committee recommends new courses, considers petitions for waiver of College requirements, and acts as impetus for curricular change. The Committee is responsible for these functions for the undergraduate and graduate programs in both the "day" and Continuing Education programs.

d. Learning Resources Committee

Chaired by the Director of the Gannett-Tripp Learning Center, the Committee includes the Dean of Administration, three faculty members - one elected by and from each of the Academic Planning Areas for one year terms, and two members appointed by the Provost.

The Committee acts as an adviser to the Director of the Learning Center and as a liaison between Faculty and the Learning Center. It administers the acquisitions policy (see pages 103-104).

e. Academic Standards-Admissions Committee

Chaired by the Chancellor, the Committee includes the Provost, Dean of the College, Registrar, Dean of Administration, Dean of Admissions, and four faculty members elected for two year terms, two being elected each year.

The Committee reviews the academic performance of students and recommends probation or dismissal, considers requests for grade changes, acts on applications for admission, and establishes guidelines for such action.

f. The Discipline Committee

Chaired by the Provost, the Committee includes faculty elected to two-year terms, one each year.

The Committee recommends policy and procedures for administering financial aid to students. It reviews each application for scholarship and other assistance submitted by upperclassmen and determines awards.

h. Discipline Committee: Chaired by the Chancellor, the Committee includes the Provost, the Dean of the College, Senior Professor, Patron Saint of the accused's class and - without vote - the Chief Justice of the Judicial Board.

The Committee advises the Chancellor when severe disciplinary action is indicated for a student. When students from more than one class are involved in a hearing, the Chancellor may increase the size of the Committee by asking the several Patron Saints to hear all of the accused.

Discipline problems for part-time students will be handled by an ad hoc committee selected by the Chancellor and including some or all members of the Discipline Committee and some representatives of the Office of Continuing Education and Community Services.

i. Learning Center Committee: Chaired by a member elected by the Committee, the Committee includes the Director of the Gannett-Tripp Learning Center, the Dean of Administration, and not fewer than six faculty members elected for one-year terms.

The Committee acts as an advisor to the Director of the Learning Center and as a liaison between Faculty and the Learning Center. It administers the acquisitions policy (see pages 103-104).

j. Advising Committee: Chaired by a member elected by the Committee, the Committee includes the Dean of the College, Dean of Administration, and four faculty elected to one-year terms.

The Committee recommends advising policies and procedures, encourages strong adviser-student

6. College Advisory Board

Chaired by the Chancellor, who does not vote because he is the party the Board advises, the Board includes the Provost, Dean of the College, Assistant Deans of the College, the Senior Professor, the Faculty Representative to Legislative Board, one member elected by the Faculty, the Chief Justice of the Judicial Board, the President of the Student Association, nine students who are elected representatives of residences, and one student who is the elected representative of full-time non-resident students. Non-voting representatives of Octagon and WECW and a non-voting student secretary attend meetings.

The Board acts as an advisor to the Chancellor and Board of Trustees on all matters normally considered "student affairs."

7. Advanced Studies Committee

Members were appointed on April 16, 1975, with membership to terminate on or before June 1, 1976.

Responsibilities of the committee include:

a. Develop a proposal for a Master in Professional Studies program to be submitted to the New York State Education Department during the academic year of 1975-76.

b. To evaluate and monitor the quality of current Master of Science in Education programs until a Master of Professional Studies is approved.

c. To develop a permanent Advanced Studies Committee structure on or before June 1, 1976.

(The next page is 39)

annual calendar for approval by the Faculty. In preparing recommendations, the Chancellor, the Provost, Dean of Administration, Dean of Continuing Education and Community Services, Director of Development, and representative students are normally consulted.

o. Liberal Studies Steering Committee: Chaired by a member elected by the Committee, the Committee includes one faculty member from each of the generic groups, and the Dean of Administration.

The Committee has responsibilities for assuring the success of the Liberal Studies program by:

-- monitoring and evaluating the fulfillment of the objectives of the program;

-- arranging for events or programs common to the entire program;

-- promoting coordination and communication within the program;

-- calling meetings of the Liberal Studies faculty as the need arises;

-- devising programs to develop faculty effectiveness as it relates to the needs of the Liberal Studies program;

-- obtaining and distributing information about teaching techniques;

-- implementing remedial programs as needed.

p. Flower Fund Committee: Two persons elected by the Faculty shall receive contributions from faculty and shall send flowers to members of the College community or their families.

q. Faculty Orientation Committee: Three members elected by the Faculty work with the Dean of Administration to prepare a series of presentations to explain the operation of Elmira College to new members of the Faculty.

r. Commencement Committee: The Executive Assistant to the Chancellor in consultation with all necessary makes the arrangements for the Commencement ceremonies.

s. Catalog Committee: Since virtually every office on campus needs to review or prepare some portion of catalog copy, the Faculty and Staff as a whole are the Catalog Committee. The Director of Publications has responsibility for the catalog and serves as expeditor.

D. Other annually elected Faculty positions

a. Faculty Representative to the Legislative Board

b. Faculty Representative to the Press Conference

c. Secretary of the Faculty

d. Parliamentarian of the Faculty

SECTION III

GENERAL POLICIES AND REGULATIONS FOR FACULTY

A. Prompt and regular attendance upon all appointments is expected of the faculty. In case of necessary absence, such as for sickness, a teacher should, if possible, make provision himself for his class and inform the Dean of Administration at once.

B. Students will wait for a late member of the faculty for 15 minutes. If a faculty member knows beforehand he will be late, he should notify the Dean of Administration and if possible the class.

C. The faculty are expected to attend the all-College Convocations as announced from time to time.

D. Attendance at faculty and committee meetings is expected of the faculty.

E. Matters discussed in faculty and committee meetings are generally confidential. It is asked that no such matters be discussed before persons outside the faculty circle, and that no information about the votes or about the opinions expressed in these meetings be given. Faculty meeting minutes are prepared from the official tape recording of the meeting. Use of a tape recorder other than that used to produce the official record is not permitted.

F. Faculty meetings are conducted under the parlimentary guidelines of Robert's Rules of Order.

G. The cap, gown and hood are worn for Commencement as well as at other special ceremonial occasions that may be called. Faculty members are expected to participate in these occasions in academic costume. Such costume may be rented or bought through the Chancellor's Office.

H. Academic processions are regulated on strictly academic lines. In all processions the rank to be observed is as follows: administration and professors, associates, assistants, and instructors, each in order of appointment.

(Revised August 1975)

I. Faculty members giving talks to civic and other organizations should leave an abstract with the Director of Public Relations before the talk is given. This will enable that office to furnish newspapers and other agencies with the proper information.

J. Members of the faculty may not accept appointments or engage in business or other outside activities without the consent of the Chancellor. This regulation covers:

1. connection with any business enterprise as owner, partner, officer, director, consultant, or agent;
2. connection with any public office either by election, appointment, or employment;
3. connection with any professional association, educational institution, or foundation as trustee, officer, lecturer, or representative.

K. 1. The College's support for research will be primarily for post doctoral research and for the completion of articles and/or books for publication. Requests will be granted in the following order of preference:

1. post doctoral research for completion of articles and/or books for publication;
2. graduate work -- completion of final stages of Ph. D.;
3. institution of projects resulting in pamphlets or books.

2. A member of the faculty desiring a research grant should consult the Dean of Administration and make his request in writing to him. The request is then forwarded to the Provost who will send it with his recommendations to the Chancellor for a decision. Written reports evaluating the results of the research are due in the Chancellor's Office by November 1 after the grant is awarded. No monies on a research

grant will be available until July first of the year the grant is made.

3. Resignation from the College automatically vacates a grant, and a member of the faculty who accepts a grant also agrees to repay any monies received if he resigns from the College before the beginning of fall classes in the year the grant is awarded. Any grant from a source other than the College will reduce a College grant proportionally unless an exception is made by the Chancellor.

4. Research policies are delineated in Section XV of this Manual.

L. The normal teaching loads of faculty members may be either in the day or evening classes, on or off-campus, during the academic year. A faculty member willing to teach extra hours on request in either will receive extra compensation. Except under most unusual circumstances a faculty member may not teach an overload of more than 2.6 units (4 credit hours) during any long term. Any day class overload must be approved by the Chancellor.

M. In case of emergency every staff or faculty member on campus is an authorized person representing the College. If the circumstances are such that in the opinion of the staff or faculty member, the police should be called, he should not hesitate to call them.

N. The College maintains a speakers bureau of the faculty that may be called upon to furnish faculty speakers, free of charge, to civic organizations.

O. According to Article 61, Section 3003, of Education Law, every person teaching in the State of New York is required to subscribe to an Oath of Allegiance to the Constitution of the United States of America and to the Constitution of the State of New York.

P. Summer addresses should be filed by the faculty with the Provost and with the Campus Post Office.

Q. No item of business which constitutes a change in policy shall come to vote at a faculty meeting without prior consideration by a standing or special committee or at a previous faculty meeting. This rule may be waived by two-thirds consent.

R. Faculty members are expected to assist the Admissions Office by drafting letters for applicants and high school teachers, participating in special programs for candidates, interviewing applicants, and other activities such as school visits and College Night programs.

S. The scheduling of the use of College space and facilities by organizations or personnel outside of the College should be referred to the Office of Public Relations.

T. Faculty secretarial service is available through the Office of the Chancellor.

U. To use audio-visual equipment (various kinds of projectors, screens, record players, tape recorders) blanks may be obtained from the Director of the Learning Center, filled out, and returned to him for execution. It is highly desirable that last minute requests not be made.

V. To obtain and use films, requests on the proper blanks should be relayed to the Coordinator of Instructional Materials. Sufficient time should be allowed to obtain films through the mails.

W. Faculty Travel: (See also Section VI D). The College policy in regard to attendance of the faculty at professional meetings is as follows:

1. The budget for faculty travel has been assigned to the Office of the Dean of Administration.

2. Anticipated trips for the year should be indicated to the Dean of Administration as early as possible. An estimate of expenses on a Travel Authorization and Request for Travel Advance form to be obtained from the Dean of Administration should be submitted for approval to the Dean of Administration ten days prior to travel date to be transmitted to the Chief Financial Officer.

(Revised August 1975)

3. After the trip an Elmira College Travel and Business Expense Report form should be submitted to the Dean of Administration for processing. The faculty member will be paid this amount by check from the Business Office. In no case will the amount paid be in excess of the amount previously approved.

4. If a faculty member attends a professional meeting from a point other than Elmira (as often happens in the summer) he should not ask for reimbursement for the costs of travel in excess of the cost from Elmira to the location of the meeting.

5. As a rule the College supports trips to regional professional meetings only if that region includes the Elmira area.

6. If two or more faculty members attend the same meeting, they should "double up" on their travel and other arrangements to spread the travel budget as far as possible.

X. All trips away from campus involving students (such as field trips, sports days, etc.) should be registered in the Office of the Dean of the College. Field Trip Proposal forms may be obtained from that office. This registration should provide the names of the students involved, the faculty member in charge, the place to be visited, the date and time, and the means of transportation. Faculty members should also inform the Dean of Administration of the place to be visited and the date of all field trips and receive approval including the expenditure of funds from the College field-trip budget.

Contact the Director of Intercollegiate Athletics to schedule one of the College buses. Departmental costs, scheduling procedures and budget approval may be obtained at the Dean of Administration's office.

Y. All registration of events and reservation of space on campus for these events is handled by the Director of the Campus Center.

(Revised August 1975)

Z. If a member of the faculty or staff has been assigned a student assistant, he should keep a record of the hours the assistant works and be certain to keep within the amount allowed in the work-aid budget. Students on work-aid may secure forms on which to report these hours to the Dean of the College's office on the first day of each month. These forms must be signed by

(The next page is 44)

the faculty or staff supervisor of the work-aid student.

AA DUPLICATING SERVICE

1. A duplicating service is maintained by the College. Prior approval for duplicating instructional material needed by the Faculty must be secured by having the Dean of Administration sign order forms to accompany the material before it is taken to the Duplicating Office.

2. Order forms are obtainable from the Duplicating Office. At least two (2) days should be allowed for running materials which have already been prepared. Ordinarily such prepared material is presented directly to Duplicating Office, and only those materials related to the materials of one's course are to be duplicated at any time.

3. If a faculty member wishes very extensive duplicating such as a trial textbook or a laboratory manual, he should consult the Business Manager so that a fair price may be charged the students.

4. Faculty Secretaries will also prepare masters for final examinations and duplicate them. Members of the faculty must provide readable and continuous copy to the Office at least seven (7) days before the examination is to be given.

5. There will be no outside printing of any documents which can be handled by our own facilities.

6. Elmira College policy regarding the duplication and distribution of copyrighted materials is simply a reiteration of current laws and their interpretation. It is my understanding that in the past some offices and individuals have acted to meet immediate needs but at the same time have moved beyond accepted procedures.

It is a violation of the copyright law to reproduce books, chapters from books, and journal articles from publications which are copyrighted, unless written approval to do so is obtained from the author in advance. This policy applies to the duplication of materials for distribution in classes as well as for sale in the College bookstore.

The Learning Center reserve reading service should be used to provide access to otherwise unavailable material for our students. Faculty members who are requesting duplication either through ditto or photocopying will be expected to provide the appropriate letter of authorization or other evidence that the work may be duplicated.

7. Beginning August 1, 1975, a portion of the McGraw Xerox machine traffic will be diverted to the Learning Center in order to reduce our copying costs. We pay a minimum use fee only on the Learning Center machine; hence, the need to divert some copying from the McGraw Xerox.

We will continue to maintain records of Xerox copying by account and individual, and we will continue to adhere to the duplicating policy of September 4, 1974. This Xerox policy provides that all xeroxing for the following groups will be restricted to the GTLC machine:

A. All Faculty
B. FASP
C. Speech and Hearing
D. Campus Center
E. GTLC
F. Student Association
G. Judicial Board
H. Murray Center (and Soaring Eagles)
I. Physical Plant
J. All proposals, grant applications, and major reports.

(Added August 1975)

BB Automated Test Scoring

An Automated Test Scoring Service is maintained by the College in the Computer Center. Faculty members may pick up standard answer sheets plus the appropriate instruction sheet in the Computer Center. Completed answer sheets for scoring should be returned to the Computer Center or sent through the Campus Mail. Results will be available within 48 hours and can be held in the Center for pick-up or returned by Campus Mail. The faculty should include written instructions for final disposition of the results.

(Added August 1975)

SECTION IV

TENURE, APPOINTMENT POLICIES, AND LEAVES

A. TENURE

1. The accepted principles of academic freedom and tenure shall prevail at Elmira College as embodied in the 1940 Conference Statement endorsed by the Association of American Colleges on 9 January 1941. A transcript of this statement is attached as Appendix A.

2. To be eligible for tenure, a faculty member must have had full-time teaching experience at other institutions of higher education and possess the appropriate final professional degree or its equivalent in training and/or experience.

3. The present policy of the Board of Trustees sets a maximum of fifty percent of the faculty who may have tenure. The administration of the College, with the assistance of the Advisory Committee on Tenure and Review, shall see to it that approximately one-half of the faculty has tenure.

B. "TENURE PLUS"

1. In May, 1973 the faculty recommended and the Board of Trustees adopted the following augmentation of the tenure system.

2. No faculty member presently having tenure shall lose his/her status as defined under the 1940 Conference Statement on Academic Freedom endorsed by the Association of American Colleges and by the American Association of University Professors.

3. When a tenurable position is open, the established system of selection, evaluation, and granting of tenure shall be employed.

4. If there are insufficient tenurable positions available to faculty members who have reached the end of their probationary periods, the following additional option shall be possible:

When it is desired to retain a faculty member whose probationary period as defined under the 1940 Conference Statement on Academic Freedom has expired, he/she shall receive an interim contract for not fewer than two years renewable at the discretion of the College. When a tenurable position is open, all those persons having interim contracts shall receive consideration for that position along with those eligible for tenure consideration at the end of an original probationary period.

5. The Advisory Committee on Tenure and Review shall review a faculty member having an interim contract before the end of each contract period, at which time he/she shall receive either tenure, another interim contract, or a terminal contract of not more than twelve months duration.

6. All recommendations shall be given to the chief academic administrative officer who shall forward them to the Chancellor and/or President to use in the decision-making process.

C. HEARINGS

1. The statement attached as Appendix A provides for hearings in the case of termination of a faculty member with indefinite tenure.

2. In those situations where a faculty member has been terminated from the College prior to the expiration of his probationary period he may request a hearing on one of two bases. He must be prepared to demonstrate that either (1) evidence extant at the time of the original decision concerning the faculty member's performance for whatever reason was not considered; (2) the procedures followed in arriving at the decision to terminate were not in keeping with established practices at the College or were otherwise improper.

3. The following procedure has been established.

   a. The faculty member shall make a request for a hearing in writing to the Chancellor. Included in the request shall be a list of a minimum of four and a maximum of ten colleagues with the rank of Associate Professor or Professor who are acceptable to the faculty member as members of his ad hoc hearing committee and the specific reasons for the request.

b. The Chancellor shall select five persons, at least three of whom shall be from this list, to serve on the ad hoc committee.

c. Uniform rules of procedure shall govern all ad hoc hearing committees as follows:

  (1) The Chancellor shall appoint the chairman of the ad hoc committee who shall be a voting member.

  (2) The hearing shall consist of the following:

    (a) A written statement from the faculty member which presents his grounds for requesting the hearing and other materials he believes are relevant.

    (b) A written statement from the Chancellor or his representative clarifying the procedures for the decision to terminate and attempting to demonstrate that sufficient and appropriate kinds of evidence for the decision had been considered.

    (c) A period of time for each of the parties to respond to the statement of the other.

    (d) A period for questions to be raised by members of the ad hoc committee.

d. The ad hoc committee shall forward its report in writing to both the Chancellor and the faculty member within one week after the conclusion of the hearings. Such a report shall consist of the following:

(1) In the judgment of the Committee, established procedures have or have not been followed in the termination.

(2) Sufficient and appropriate evidence leading to the decision to terminate has or has not been considered.

e. If the date of notification of termination is June 30, the faculty member must request a hearing within three months of this date and the hearing must be completed within six months. If the date of notification of termination is December 15 or March 1, the faculty member must request a hearing within one month and it must be completed within two months.

D. APPOINTMENTS

1. An appointment to the faculty for full-time service is for the academic year, which begins on or about September 1 and continues for two days after Commencement Day. Each member of the Faculty is urged to regard his opportunity for service to the College as not limited within these boundaries of the academic year, but as involving some obligation to forward upon his own initiative, in Elmira or elsewhere, his own development and that of his generic area and of the College as a whole, within reasonable limits, during the summer months.

2. The precise terms and conditions of every appointment shall be stated in writing and be in the possession of both college and teacher before the appointment is consummated.

3. Appointments shall be made by the Chancellor of the College in consultation with the Provost and the Dean of Administration.

4. For appointment to each rank or for promotion to that rank a definite minimum standard in respect to degrees and experience is necessary.

   a. Professors shall have the Doctor's degree or its equivalent with at least six years of college teaching experience.

   b. Associate Professors shall have the Doctor's degree or shall have demonstrated exceptional achievement in their fields of specialization with at least four years of college teaching experience.

   c. Assistant Professors shall have the Doctor's degree or shall have demonstrated exceptional promise in their fields of specialization and shall have had at least two years of teaching experience.

   d. Instructors shall have the Master's degree or specialized preparation which permits them to qualify for their particular assignments.

   (All references to a degree imply an earned degree.)

E. PROMOTION IN RANK AND SALARY

Professional competence is the primary requisite for promotion. Important in evaluating this competence are ability in teaching, continued study in the professional field, productive scholarship, and participation and leadership in professional societies and the general activities of the College, especially in advising students and participating in committee work.

Of the above, ability in teaching is the most important and the most difficult to measure. Members of the faculty may have their classes visited by the Chancellor, the Provost, the Dean of Administration or their colleagues. Moreover, any of those mentioned above may ask present or former students to evaluate their teachers' effectiveness.

Also taken into consideration as a basis for promotion is service to the College in a more general sense, which may be gauged in part by membership on committees, skillful and wise guidance of students and student organizations, cooperation in projects which the College sponsors, and a reasonable generosity in lending professional skills and knowledge to projects and activities of the Community.

To merit promotion a member of the Faculty will ordinarily be expected to show development along a number of lines mentioned, but conspicuous success in one or more may be an adequate basis for promotion.

Age or length of service alone does not entitle a faculty member to promotion either in rank or salary.

F. SABBATICAL LEAVES

Sabbatical Leaves when granted are for the purpose of conducting planned research, study, travel, or other appropriate activity which will improve the quality of the faculty member's services to Elmira College.

A member of the faculty of Elmira College who has held the rank of assistant professor or higher for six years shall be eligible to apply for a Sabbatical Leave for the seventh year or for a semester of that seventh year.

The Sabbatical Leave shall be for one year at half salary or for one-half year at full salary.

It is understood that the granting of leave is not automatic, but is authorized only after consideration of each case.

It is expected that the application for a Sabbatical Leave will be in the Chancellor's Office no later than October 1 preceding the year the sabbatical is desired.

G. NOTICE OF APPOINTMENT AND SALARY (TENURED FACULTY)

Before the end of the fiscal year, June 30, the members of the faculty who have indefinite tenure or who have been at Elmira College more than two years, receive written notice of their appointment and salaries for the ensuing year. Written notice will be given to all other faculty members in accordance with the dates outlined in discussion of academic tenure. (Appendix A).

H. RESIGNATION

It is expressly agreed that appointments will not be resigned after May 15 without the permission of and upon conditions approved by the Provost and the Chancellor.

I. LEAVES OF ABSENCE

1. The College policy in regard to a leave of absence other than sabbaticals, which are discussed in the faculty statutes, is as follows:

   a. leaves are ordinarily granted only to faculty members with tenure;

   b. customarily the length of leave shall be one year;

   c. leaves shall be granted no oftener than one every four years;

   d. insurance and retirement costs for faculty on leaves are to be paid by faculty members;

   e. applications for leaves must be in the Chancellor's Office by February 1 preceding the year the leave is desired;

   f. if a faculty member should be granted leave before tenure is secured, the time on leave is not counted in the probationary period;

   g. exceptions to the above will be considered individually by the Chancellor.

SECTION V

FACULTY EVALUATION AND DEVELOPMENT SYSTEMS

(Adopted 13 November 1973)

A. The following paragraphs describe the systems to be used to evaluate faculty and to help them improve the concern derived from that evaluation. The Evaluation System has as its principal objectives the following:

  1. The collection of evaluative information related to questions of salary, promotion, tenure and retention.

  2. The acquisition of information related to areas where improvement is needed.

  3. The identification of faculty who have strengths in areas where others have weaknesses so our own faculty can help their colleagues improve. (See "a" in Development System).

B. The Development System has the following as its primary objectives:

  1. The encouragement of faculty to initiate and continue programs of teaching improvement.

  2. The improvement of courses.

C. The nature of the initial iteration of the programs is described below. The Faculty Advisory Committee on Tenure and Review shall be charged with the responsibility of reviewing this document annually and proposing to the appropriate person(s) for action any changes and specification of guidelines deemed desirable.

D. EVALUATION SYSTEM

  1. The Evaluation System shall consist of an annual program for all faculty and a special augmentation of the annual information to relate to specific questions of tenure, promotion and retention. The information would become part of the file of the faculty member for use only in his relationship with the college. Each faculty member will have access to his own evaluation file.

2. Annual Evaluation of All Faculty:

a. Student Evaluation:

(1) The student evaluation form (see pages 56 - 58) modified from that reported by McKeachie (AAUP Bulletin, 1969, 55 (4): 443-444) will be administered to each different course, except Liberal Studies sections, during the seventh week and the last two weeks of each long term for faculty in their first or second year at Elmira College, and during the last two weeks of each long term for all other faculty. Faculty in their third and subsequent years may administer the form at other times during the term in addition to the last two weeks, if they so choose.

(2) One copy of the results would go to the faculty member and one to the Dean of Administration for the file.

(3) The report of results will include for each faculty member the raw score distribution and the mean response for each item. When these data are placed in the faculty members file they should be accompanied by a statement of the size of the class, the nature of the class, and whatever further information may be necessary to augment the interpretation of the data.

(4) Procedures for the evaluation of Liberal Studies shall be the responsibility of the Steering Committee.

b. Evaluation by Colleagues:

(1) Each faculty member shall identify three colleagues who would be acceptable as evaluators. The Dean of Administration would select two of these to prepare written evaluations following the outline indicated on page 59. In preparing this evaluation the evaluator may visit

the faculty member's classes should they agree this is desirable.

(2) These evaluations would be submitted not later than 15 November for second year faculty and 1 February for all others.

(3) The Dean of Administration would submit written evaluations not later than 15 November for second year faculty and 1 February for all others.

(4) A written self-evaluation following the outline on page 59 and including a statement of professional accomplishments by 15 November for second year faculty and 1 February for all others. This self-evaluation may include comments on evaluations submitted by colleagues or student evaluations.

(5) Faculty members should feel free to submit any other information they believe to be relevant to their situation.

3. Special Augmentation:

When decisions must be made concerning tenure or retention, the Committee on Tenure and Review shall supplement the annual background information with the following:

a. Evaluations written by four colleagues selected by the Committee on Tenure and Review following the outline on page 59.

b. Evaluations written by the Provost and the Dean of Administration.

E. DEVELOPMENT SYSTEM

We adhere to the principle that the College has an obligation to students and faculty to assist faculty in whatever way possible to improve as teachers. The evaluation system serves this purpose by identifying those problems which individual faculty have which make them less than effective teachers. Once the problems are identified, it is the responsibility of the Dean of Administration to assist the faculty member in developing a program aimed at improving on the problems he has. In working with faculty members, the Dean of Administration has available the expertise of the Elmira College faculty development team, on-campus and off-campus workshops, the student evaluations developed by the ad hoc committee, and any and all other appropriate items and events.

It shall be the responsibility of the Dean of Administration in consultation with the Executive Committee to encourage and implement the development program.

ELMIRA COLLEGE

Student Opinion of Teaching and Course
(Adopted 13 November 1973)

INSTRUCTIONS: Each of the items below deals with a characteristic in instructors and courses which students feel to be important. Indicate your rating of your instructor or the course by filling in the appropriate number from 1 to 5 on the card provided for that purpose. Write any comments on each item on the back of the card.

Characteristics of the Teacher

1. Is he actively helpful when students have difficulty?
   1 = Not Helpful to 5 = Actively Helpful
2. Does he appear sensitive to student's feelings and problems?
   1 = Unaware to 5 = Responsive
3. Was he flexible?
   1 = Rigid to 5 = Flexible
4. Does he make students feel free to ask questions, disagree, express their ideas, etc.?
   1 = Intolerant to 5 = Encourages students ideas
5. Is he fair and impartial in his dealings with the students?
   1 = Unfair to 5 = Fair
6. Is his speech adequate for teaching?
   1 = Unintelligible to 5 = Good
7. Does he belittle students?
   1 = Belittles to 5 = Respects
8. Does he tell students when they have done particularly well?
   1 = Never to 5 = Always
9. Does he dwell on the obvious?
   1 = Dwells on obvious to 5 = Introduces interesting ideas

10. Is he interested in the subject?
1 = Seems uninterested to 5 = Seems interested

11. Does he use enough examples or illustrations to clarify the material?
1 = None to 5 = Many

12. Does he present material in a well-organized fashion?
1 = Disorganized to 5 = Well Organized

13. Did he follow an outline?
1 = Not at all to 5 = Very Closely

14. Does he stimulate thinking?
1 = Dull to 5 = Stimulating

15. Does he put his material across in an interesting way?
1 = Dull to 5 = Very interesting

16. Are you kept well informed of your progress?
1 = Uninformed to 5 = Well informed

17. Considering everything, how would you rate this teacher?
1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good
5 = Excellent

Characteristics of the Course

18. Are the objectives of the course clear?
1 = Unclear to 5 = Clear

19. Is the amount of work required appropriate for the credit received?
1 = Too much to 5 = Too little

20. Was the assigned reading difficult?
1 = Too easy to 5 = Too difficult

21. Are the tests fair?
1 = Unfair to 5 = Fair

22. Are the grades assigned fairly?
1 = Unfair to 5 = Fair

23. How would you rate the contribution of the textbook to the course?
1 = Poor to 5 = Excellent

24. Considering all the above qualities which are applicable, how would you rate this course?
1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good,
5 = Excellent

25. What grade do you expect in this course?
1 = A, 2 = B, 3 = C, 4 = D, 5 = F

ELMIRA COLLEGE

FACULTY EVALUATION GUIDE

In preparing your written evaluation of a colleague, please include comments on each of the following in addition to any other comments you may deem appropriate.

1. How would you assess this person as a colleague? Please consider such areas as contribution to functions of committees, interest in professional growth, and contribution to the total curriculum.
2. What has been this person's contribution to helping students learn? Please consider his/her attempts to improve as a teacher and effectiveness as a teacher and adviser.
3. What has been this person's contribution to the total College community?

SECTION VI

POLICIES ON FINANCIAL MATTERS

A. PAY PERIODS AND FRINGE BENEFITS

1. Pay Periods

All members of the faculty and administration receive their paychecks on the last working day of each month. If the last working day falls on a week-end or holiday, paychecks shall be distributed on the last working day prior to the week-end or holiday.

2. Fringe Benefits

All members of the faculty and administration are eligible to participate in the following fringe benefits:

a. Health Insurance

b. Major Medical Insurance

c. Retirement Plan

d. Life Insurance

e. Disability Insurance

These benefits are described in Appendix B of this Manual. Please turn to page 120 for details.

(The next page is 62)

f. Babysitting

Because it is recognized that attending college functions can be a considerable expense to faculty members with small children, the College has inaugurated a free babysitting service in the amount of one hundred hours a year for an eligible recipient. Although the service exists primarily in order that faculty members and their spouses may attend general college functions, it is not limited to college events. Services of baby sitters should be arranged forty-eight (48) hours in advance with the Dean of the College's office.

g. Tuition Waiver

Elmira College faculty and staff are granted free tuition for undergraduate work at Elmira College for themselves and for their wives or husbands and children for a maximum of four academic years or their equivalent.

Elmira College faculty and staff are granted free tuition for graduate work, their wives or husbands pay the difference between the tuition for graduate and undergraduate work, and their children pay full graduate tuition for graduate work.

The tuition waiver is subject to the following rules and conditions.

(1) The employee, whether a faculty member, a staff member, or other type of employee, must be a

(Revised August 1975)

regular full-time employee.

(2) The employee must have completed two years of regular full-time employment with this College. For faculty, two years is equivalent to two academic years.

(3) The student (wife, husband or child) must apply for any State or Federal grants for which he may be eligible and the grant, if awarded, must be paid to Elmira College.

Assuming all other conditions are satisfied, this benefit shall be available to:

(1) Children of deceased employees of the College who died in active service to the College and who had achieved the rank of Professor or Associate Professor, or had completed ten years of employment with the College.

(2) Children of employees on leave for not more than one year.

B. PURCHASE ORDERS

1. Use of Purchase Orders

All supplies and services to be paid for with College funds shall be requested on a purchase order form.

2. Securing Bids

In order to obtain the lowest possible prices, bids will be taken for supplies, equipment, and services. Each order should be placed in time to allow for bids to be let. In some cases the ordering department may wish to obtain bids and check possible suppliers itself. In these cases, the bid information should be attached to the purchase order when it is sent to the Chief Financial Officer.

Orders pertaining to audiovisual equipment or software should be submitted after conferring with the Director of the Learning Center in order to maintain consistency in purchasing and to operate within necessary hardware compatibility restrictions.

3. Confirmation Orders

The College is not responsible for payment for items ordered by faculty or staff members even if later covered by a confirming purchase order.

4. Purchase Order Form

a. Purchase order forms may be obtained from the Bookstore.

b. The Purchase Order should show completely the supplier, date, quantity, description, and price. If desired, a notation may be made to "mark packages for" in the description area. The order should then be signed by the person making the request using the space "Originated by".

If the budget code to be charged is known, enter it. If it is not known, note in the "charge" space where it should be charged. For expenditures under grants, always note the grant number in the "charge" space.

c. The completed request should be given to the person responsible for the budget to which the cost will be charged (Dean, Director, etc.) for approval signature in the "Approved by" space and forwarded to the Business Manager's office. Academic orders should be forwarded via the Office of the Dean of Administration.

d. After determination of availability of funds by the Chief Financial Officer, the original (white copy) will be sent to the supplier as an official purchase order.

(Revised August 1975)

5. P. O. Copy Distribution

a. The goldenrod copy will be sent to the person responsible for the budget to which the expenditure will be charged for his record of charges to that budget.

b. The green receiving copy will be sent to the person originating the request. When the merchandise or service has been received, this copy should be signed and returned to the Chief Financial Officer. This is important since the supplier will not be paid until the signed receiving copy is returned. If the material received is damaged, unsatisfactory, or if the quantity is short of that ordered, the facts should be noted on the green receiving copy.

If the items ordered are received in two or more shipments, report each shipment received by memo, since the supplier usually sends a separate bill for each shipment. The green receiving copy should be returned with memo that states the facts about the last of the order received.

C. CHECK REQUESTS

1. Policy

A check request should be used as the method of initiating payment only in those cases where:

a. Advance payment is absolutely required by the vendor before delivery of goods or;

b. No invoice will be rendered by the vendor.

2. Procedure

Form E. C. #325 should be used for this purpose.

a. Enter complete name and address of person to be paid.

b. Indicate in space provided method of transmittal for check.

c. Explain the purpose of the disbursement.

d. Indicate the account to be charged.

e. Your signature should appear in the "originated by" section of the form.

f. The person who is responsible for the budget being charged should sign the "approved by" section of this form.

g. The form should be delivered to the Chief Financial Officer. You can expect a check within a week after delivery of the check request to the Business Office. (Note: Check requests may not be used as the means to initiate payment for part-time employment by an individual at the College).

D. TRAVEL AUTHORIZATION AND REQUEST FOR TRAVEL ADVANCE

1. Purpose

It is necessary that sufficient advance notice be given of any intended travel so that:

a. Proper authorizations may be obtained.

b. Travel arrangements might be accomplished.

c. The duties of traveler may be reassigned if necessary.

d. A travel advance, if requested, may be prepared.

2. Policy

a. Travel is under the supervision of the Chancellor, Provost, Dean of Administration, Chief

Financial Officer, Dean of the College, and Director of Development. The financial aspects of this activity are conducted through the cooperation of the individual traveler and the Chief Financial Officer.

b. Personnel may be granted the opportunity to travel at college expense for the following reasons:

(1) The information to be obtained will be helpful to the college.

(2) The information is not available at the college.

(3) To represent the college.

(4) To perform an assigned task which cannot be accomplished locally.

c. The appropriate director is authorized to permit his personnel to travel at college expense if the purpose of such travel is in accordance with the objectives of the college and if funds are budgeted for such travel.

3. Procedure

All requests must be prepared at least three weeks prior to the intended departure date. Form E. C. #301 should be used for this purpose.

a. Enter name, date, and department travel account number at the top of the form.

b. Complete the "Request for Travel Authorization" section of the form. Be sure that sufficient travel funds remain in your department's budget to cover the cost of the trip.

c. Complete the "Request for Travel Advance" section of the form if an advance is desired. The maximum advance allowed will be 80% of the total college share of expenses (line 7).

This section must be completed if you desire an advance prior to departing on the trip. All advances must be settled within one week after the trip is completed. See "Travel and Expense Report" for details.

d. Present the form to the appropriate supervisor for approval who will forward it to the next higher level of management for approval. If the form is in order and the total cost of the trip to the college will not exceed $250 and overnight lodging will not exceed $15, (exclusive of tax), the appropriate person may approve the form and forward the two accounting copies to the Business Office. The third copy should be sent to the originator.

Trips which will cost the college more than $250 or require overnight lodging in excess of $15 (exclusive of tax) per night must be approved by the Chancellor. If he approves the request, the two accounting copies of the form should be forwarded to the Business Manager. The third copy is to be returned to the originator.

E. TRAVEL AND EXPENSE REPORT

1. Purpose

In order to utilize funds allocated for travel in the proper manner, standardized policies and procedures are designed. These policies enable the traveler to accomplish the objectives of his travel without unnecessary discomfort or expense.

2. Policy

Travel is under the responsibility of the Chancellor, Provost, Dean of Administration, Dean of the College, Chief Financial Officer, and the Director of Development, and the coordination of its operation and function is accomplished by the traveler, the Executive Assistant to the Chancellor and the Business Office.

a. Mileage

A mileage allowance will be paid for properly approved travel by staff members in private vehicles. The allowance is 10¢ per mile for vehicles weighing up to 3,250 pounds and 12¢ per mile for vehicles weighing 3,251 pounds or more. This approval is limited to occasions when it is impossible or impracticable to use public transportation facilities.

b. Subsistence

A daily subsistence allowance of $11.00 per full day will be granted. Allowance for partial days will be as follows:

Breakfast	$2.00
Lunch	$3.00
Dinner	$6.00

c. Room

The traveler will be reimbursed for actual expenses for overnight room accommodations while away from home on college business. The maximum allowance for this purpose will be $10.00 to $15.00 per night. If more than one member of the college is traveling in the same area, accommodations should be shared when practical. Reimbursement for accommodations over $15.00 per night can be made only if specific approval is obtained from the Chancellor prior to leaving on the trip.

d. New York State Sales Tax

The college is exempt from New York State Sales Tax. Any expenses for hotel occupancy and meals which you incur in the performance of your official duties as an employee of Elmira College are exempt from the New York State Sales Tax. In order to obtain the exemption, you must give the hotel or restaurant a properly completed exemption certificate. You may obtain the form(s) from the Business Office prior to your departure on any college-related business trip.

e. Public Transportation

The standard airline accommodations for college personnel will be either the coach/tourist class or the "one class" service, whichever is available at the required flight time. A lower berth or a roomette may be used for overnight rail travel.

f. Car Rentals

Rented cars may be used on college business when public transportation is not available or the use of public transportation results in excessive cost or considerable loss of time. If more than one member of the college is traveling in the same area, only one vehicle will be rented. Be sure to obtain the 20% discount frequently given to business and college personnel.

g. Group Limousine Service

May be used for travel to and from airports when public transportation results in excessive cost or considerable loss of time.

h. Other Expenses

The college will reimburse the actual expenses for:

(1) Tolls.

(2) Parking fees.

(3) Telephone calls made for college business.

(4) Registration, meeting and convention fees.

(5) Entertainment and/or banquets. The person(s) entertained and the business reasons for entertaining the person(s) on behalf of the college must be explained.

(6) Public Transportation. Receipts should

be obtained for any single trip costing $1.50 or more. The college does not authorize the use of taxicabs.

i. Before Leaving

Before travel expenses are incurred, the trip and related advances must be authorized by the appropriate persons. All travel must be authorized at least three weeks prior to the date of departure. Any unused portion of the travel advance must be refunded to the college at the end of the trip.

Do not charge travel or business expenses to the college; pay them in cash from amounts advanced. Credit cards in the name of the college are not authorized.

It is not the policy of the college to pay directly charges from hotels. Each employee is to pay for his own lodging and related expenses.

j. Instructions Applicable to Form E. C. #302

The traveler is advised to list expenses on Form E. C. #302 daily, on the appropriate date line, and in the appropriate boxes, so that the required details will not be forgotten. Submit the report at the end of each calendar week, or at the end of the trip, whichever is earlier, to the person who authorized the trip. If there is a balance due the staff member and reimbursement is expected, be sure to show the address to which the check is to be mailed. In group traveling, each employee should maintain and submit an individual expense report. When preparing Form E. C. #302, observe the following special instruction:

(1) Purpose of the Trip

Be specific; an explanation such as "college business" is not adequate.

(2) Mileage Allowance for Personal Car

The traveler must obtain approval from his supervisor to use a privately-owned car in conducting college business. This approval is limited to those occasions when it is impossible or impracticable to use public transportation facilities. When properly approved, the traveler will be reimbursed at the currently authorized mileage rate.

(3) Parking, Tolls

Include such items as turnpike and bridge tolls and parking fees. A receipt must be obtained for any item of $1.50 or more.

(4) Rented Cars

Attach a copy of the bill. Car rental agencies frequently give a 20% discount on car rentals upon notification that the individual is traveling on college business.

(5) Air, Rail, Etc.

Attach a copy of the ticket and indicate the travel agent.

(6) Registration Fees

Include items such as meeting, convention, and workshop fees. Such items must be evidenced by a receipt.

(7) Transportation Purchased by the College

Detail transportation purchased directly by the college in these spaces. Attach used tickets and indicate the name of the travel agent.

(8) Unused Transportation

Attach unused tickets (whether

purchased by the college or by traveler). Complete unused transportation section of expense report. Indicate the name of the travel agent.

(9) Approval

The report must be approved by the appropriate supervisor directly responsible for the budget with the following exception: should the expense report be payable to himself, the supervisor must receive approval from the individual to whom he is directly responsible.

Documentary evidence will ordinarily be considered adequate to support an expenditure if it discloses the amount, date, place and essential character of the expenditure. For example, a hotel receipt is sufficient to support expenditures for college travel if it contains the name and location of the hotel, the date or dates of the stay, and separate amounts for charges such as for lodging, meals, and telephone.

If space provided for explanations is not sufficient, continue explanations on attached sheet. For convenience, explanations may be written on the receipts submitted, providing such explanations are complete. In such cases, Form E. C. #302 can be cross-referenced by writing "see receipt for explanation".

Receipts must be obtained for all items (other than the food subsistence) in excess of $1.50.

F. REQUEST FOR PHYSICAL PLANT SERVICES

1. Policy

To receive Physical Plant services, requests must be authorized by the Provost, Deans, Directors or other staff personnel who have budget responsibility. Requests must also be approved by the Director of Physical Plant who will, when necessary, coordinate the procurement of materials, receive approval for expenditures or secure and deploy personnel as required by working with the Business Manager.

2. Procedure

a. In making a request:

(1) Prepare Form E. C. 560-1,"SERVICE REQUEST", by completing the following:

-- Originator Name
-- Originator Department
-- Date Requested
-- Date Job to be Completed

Note: There should be a minimum of six (6) working days between the Date Requested and the Date the service is to be Completed.

Actual dates must be used such as 11/27/75; do not use "ASAP" or any other term in place of a date.

-- Account Number
-- Service Location

  . Building
  . Floor
  . Room

-- Description of Services Required

(2) Check the appropriate box to indicate whether the budget is adequate to handle the requested service.

(3) Secure necessary departmental approval of the Provost, Dean, or Director. Any

request to build equipment must be approved by the Chancellor and any request to purchase equipment costing more than $25.00 must also be approved by the Chancellor.

(4) Remove pink copy three of "SERVICE REQUEST" and file.

(5) Send the "SERVICE REQUEST", Form E. C. 560-1, with copies one and two attached, to the Physical Plant Department.

b. Physical Plant Department

(1) Receives "SERVICE REQUEST", Form E. C. 560-1, from the originator and reviews for completeness of information, including necessary signatures.

Note: Any form not properly completed or signed will be returned to the originator.

(2) Schedules job and assigns starting date.

(3) If project cannot be completed by requested date because of scope of work involved, a new completion date will be assigned and originator notified.

c. Emergency Service

(1) Definition

An emergency is a condition which requires immediate action, which, if delayed, would result in personal injury and/or damage to college property or inadequate functioning of a project or program.

(2) Procedure

Originator calls the Physical Plant office by telephone during normal working hours or contacts a security guard at all other times. Security guards can be contacted through the College Switchboard. The Physical Plant office will prepare the service request and respond to the emergency.

G. COLLEGE BOOKSTORE

1. College stationery, paper, and similar supplies used by a member of the faculty may be purchased in the Bookstore from an Academic Budget. The Dean of Administration must approve a requisition before supplies are secured.

2. Faculty requests for textbooks and class supplies are made to the Bookstore on blanks supplied by the Bookstore. Requests for textbooks are made after consultation with the Dean of Administration and should be in the Bookstore. The Bookstore will not be responsible for stocking texts at the start of classes unless orders are received by the dates requested. An estimate of the number of books necessary should be made after considering previous registrations.

   (Deadlines are established and published by the Business Manager after consultation with the Dean of Administration.)

3. The Bookstore is most interested in providing supplementary readings requested by faculty. The Bookstore requires, however, a requisition for these six to eight weeks prior to class assignments so that the books can be obtained. In determining quantities, faculty should consider previous registrations and experience.

4. The Bookstore operates on a cash basis. Personal charge accounts are not permitted.

H. BUILDING AND OFFICE KEYS

1. Keys to the outside doors of buildings and to offices, laboratories, etc., will be issued from the Business Manager for use by the person to whom issued.

2. A faculty member may lend the key to a laboratory, classroom, or office to a student provided he accepts full

responsibility and furnishes the student with a written authorization for the date and time the student may use the room. The student should have authorization with him to show the security guard.

3. The faculty member must make arrangements for the student to get into the building. Under no circumstances may the key to an outside door be loaned.

I. FOOD SERVICE

1. Faculty are invited to attend the Thanksgiving and Honors Banquets as guests of the College. They are invited to attend all other banquets at their own expense. Tickets may be purchased at the Campus Center Control Desk. If a faculty member is an advisor to a group and that group invites him, he may attend the Christmas and Athletic Banquets as guest of the College.

2. Faculty and their families are welcome to dine in the College Dining Room any time they wish; they should purchase tickets at the Control Desk of the Campus Center.

3. The Snack Bar in the Campus Center is available to faculty. Students enjoy meeting faculty there.

J. POST OFFICE

1. Each member of the faculty is assigned a post office box upon starting his association with the College.

2. Post Office hours are posted in the post office lobby.

3. No material is to be placed in the postal box which is unsigned.

K. GENERAL ITEMS

1. Personal checks, up to an amount of $50.00, will be cashed by the Cashier's Office during the hours of 10:00 a.m. and 5:00 p.m., Monday through Friday. A charge of $10.00 will be assessed if the check is returned to the College because of insufficient funds.

2. Whenever an automobile is used for a prior-approved trip, the automobile and its occupants are all covered by College insurance. New York State law requires that the owner's insurance is subject to first claim followed by the institution's insurance.

3. To be reimbursed for gasoline costs, trips of faculty alone or those involving students must be cleared in advance through procedures indicated under Travel and Field Trips in other portions of this Manual.

4. No college employees or students are permitted to have Credit Cards in the name of the College.

SECTION VII

FACULTY AS ACADEMIC ADVISERS

A. The Faculty Adviser has as his principle function assisting the student in developing and attaining his educational goals. The adviser interprets College policy to the student and aids in his personal and educational development. The adviser is the person who has primary responsibility for seeing that the College goals are achieved with the individual student.

B. The advising system is administered through the Office of the Dean of the College. Selection of the appropriate adviser is made by the Dean of Administration.

C. It is understood that every faculty member has a responsibility for students at all levels.

D. When reassignment of advisees is necessary to avoid overloading an individual faculty member, he will be consulted as to which students would benefit most from the reassignment.

E. The Registrar's Office will make available the following information for students upon request:

- Permanent Academic Record Card
- High School Transcript
- College Board Scores (If available)
- Graduate Record Exam Scores (after March of Sophomore year)
- Language Placement Test Score (if it was required)

(NOTE: In certain cases (example: transfer, foreign student) all of the above information may not be available for a student).

F. Students are assigned advisers according to the following:

1. Freshman

Freshman will be assigned to a Liberal Studies Tutor who will be the student's adviser.

2. Sophomores have the following options:
    a. May remain with the Liberal Studies Tutor by his choice.
    b. May choose a major or concentration and be assigned to an adviser in his field of interest.
    c. May choose the Free Elective route to graduation keeping his present adviser or choosing another of his preference.
    d. Even though he has not chosen a particular route to graduation he may request assignment of an adviser other than his Liberal Studies Tutor.

3. Upperclassmen
    a. Each student is advised to select a route to graduation by the end of his Sophomore year.
    b. If he had chosen a major or concentration and been assigned to an adviser in his Sophomore year he will remain with that adviser.
    c. If he has not been assigned an adviser in the Sophomore year, students choosing majors or concentrations may be assigned an adviser in which his field of interest is located.

4. Adviser Changes

    Freshmen may not change Liberal Studies Advisers except under exceptional circumstances. Sophomores may select options b, c, or d at any time during the year. The assignment to the new adviser will ordinarily become official with the beginning of the next term. Upperclass students may change their assigned advisers by initiating a request based on personal or academic grounds. This assumes that the adviser selected is not overloaded.

SECTION VIII

THE CURRICULUM

A. The faculty approved at a faculty meeting held on March 16, 1965, the following resolution for inclusion in the Information Manual:

RESOLUTION: The Faculty recognizes and accepts:

(1) its legal obligation to construct the curriculum of Elmira College;

(2) its accountability for the successes and failures within this curriculum;

(3) its responsibility to make its own informed decisions as to where the curriculum should remain constant, where it should expand, where it should contract, and the academic conditions under which all this should happen;

(4) the fact that it has delegated certain powers to its committees, empowering them to act for it in curricular matters except those changing basic policy;

(5) the final responsibility of the Board of Trustees, through the Chancellor of the College, for the curriculum.

B. Independent Study (adopted 7 February 1974)

(1) At least 2 weeks before registering for Terms II and III or within one week of registration for Term I the student must consult the instructor who is to be the supervisor to discuss the general outline of the proposal. Unless approved by the Provost, the supervisor must be a full-time employee of the college with faculty rank. The supervisor will provide the Elmira College form for the student to complete.

(2) At least one week before registering for Terms II and III or within one week after the date of registration for Term I the student must present for approval two

copies of the completed form, one to the supervisor and one to the consultant, chosen by the supervisor. Either the supervisor or the consultant must be a full-time faculty member.

(3) The supervisor, consultant and student will review the proposal and agree upon the final plan. Six copies of the final plan should be signed by all three. Each will keep one copy and the other three copies will be forwarded to the Dean of Administration, the Registrar, and the adviser at the time of registration.

(4) The grade shall be assigned by the supervisor after the review of the work by the supervisor and the consultant.

(5) To prevent undue overloading of individual instructors, the maximum number of independent studies an instructor may supervise will be four, and the maximum number of units eight over and above his regular teaching load during each of Terms I and II. During Term III the number of students an instructor may supervise in independent study will depend upon his total teaching commitment.

C. Junior Year Abroad

Students considering application for Junior Year Abroad should do the following:

(1) Complete (before end of Sophomore year) all the general requirements for graduation:

Freshman Arts and Sciences

Physical Education

At least one Field Experience

(2) Students planning to go to a non-English speaking country should study as much of the language (literature, civilization) of that country as possible, and at as high a level as their preparation permits.

(Revised August 1975)

For Germany, Spain, France or Italy - complete 200 level courses and do courses at 300 level, if possible.

For Japan or India -- study as much Japanese or Hindi as possible.

(3) All students planning the JYA should take as many courses in their concentration or majors as possible. They will be competing with students who often will have more advanced preparation in their fields. All students should plan with considerable care meeting major and other graduation requirements. In all planning, students should select courses abroad which are needed or recommended in their concentration or major and which, for reasons of biennial alternation, may not be offered during their senior year.

(4) Students are encouraged to enroll in at least one term of Anthropology.

(5) During September of the Sophomore year students interested in applying for JYA should sign the list in the Dean of the College's office, thus indicating their interest. Besides their names, students should enter their fields of specialization and the countries in which they wish to study. They will subsequently receive regular JYA application forms. (In McGraw 122 catalogs from foreign universities and literature on foreign study are available. Students and faculty are welcome to consult this material in planning for JYA.)

D. Policies Pertaining to Continuing Education

(1) Students carrying fewer than six (6) units during a term must register through the Office of Continuing Education unless they have the permission of the Provost. (Exception: day students who have completed requirements for a degree with exception of a few remaining hours. See page 93, item 13.)

(2) Maximum registration in the Continuing Education program is 12 credit hours per term. Exceptions will be made for students who are not working and who are able to take a full 15 hour credit load if approved by the Dean of Continuing Education.

(3) Courses in the Continuing Education program will usually be evening courses.

(4) Continuing Education tuition is $35.00 undergraduate, $60 graduate, per credit hour. If a student takes more than 8 hours in the Continuing Education program he must pay the regular full-time tuition, except by special permission of the Dean of Continuing Education.

(5) Students registered as day students can take evening courses on approval of the faculty advisor and the Dean of Administration.

SECTION IX

ACADEMIC REGULATIONS

A. Graduation Requirements

a. The Liberal Science program or an approved equivalent for classes of 1975 and 1976.

b. The Freshman Arts and Sciences program or its equivalent.

c. Field Experience

d. The Physical Education requirement.

e. An approved route to graduation

f. Achieve cumulative grade point average of at least 2.00 for all work taken at Elmira College. (For students entering Fall 1975 and after.)

B. Fulfilling Requirements

The ultimate responsibility for fulfilling graduation requirements rests with the individual student. In consultation with his adviser each student should review his academic program to make certain that requirements for the degree are being met satisfactorily.

C. Routes to Graduation

Approved routes to graduation include the following:

1. Concentration: A field of concentration is a pattern of courses planned by the student exploring two or more subject-matter fields and covering approximately twenty units of academic work. The Curriculum Committee will determine specific graduation requirements in both the concentration and the related fields.

2. Major: A "major" requires approximately twenty units of concentrated study in a particular subject matter, but it does not ordinarily include specific requirements for study in related fields as does the concentration.

3. Major with distributed electives: Concurrently with a major program, the student will elect at least one year course from each of the following areas:

(Revised August 1975)

language and literature, social science, fine arts, and science.

4. *Free Elective*: In consultation with his adviser the student will plan a full program for the upperclass years in as many different areas as appropriate for the completion of a liberal education.

5. *Double "major" within a Concentration*: A student may earn a double "major" by successfully completing 12 units of academic work in a discipline other than the original academic core of the elected concentration.

6. *Physical Education Requirement*. Each student is required to complete successfully two (2) activities in any one or a combination of the following areas: Intercollegiate athletics, Intramural activities, Athletic Coaching and Recreation courses, Life-time activities.

D. The Unit System of Accounting for Academic Credit

Elmira College awards academic credit for the successful completion of programs of study on the basis of units. The unit system developed by the faculty defines a unit as follows:

A unit is earned by successful completion of a planned and directed program of study, evaluated by a faculty member, which furthers the discovery, extension and communication of formulated knowledge and is normally completed in one quarter of the effective available student time during a six week period.

A student must earn 80 units to be eligible for graduation The Registrar evaluates all transfer credits for conversion into units.

Refer all questions concerning units to the Registrar's Office.

(Revised August 1975)

E. Student Overloads

The unit system of academic credit precludes student course overloads. The unit system is built upon the assumption that for most students four courses in each of the long terms will constitute a full load. Certain superior students may possess the capacity to handle academic work beyond the normal load. In the spirit of the recent curriculum developments, these students should be encouraged to go beyond the requirements for the average student within the allotted four courses. Students of average or below average ability are expected to be fully occupied with four courses and will experience grave difficulty in attempting any overload work.

F. Course Overload Policy

1. A student's normal course load during Term I and Term II is eight units. During Term III, the normal course load is four units. Students seeking course overload must fulfill the following requirements:

2. Freshmen and First Term Sophomores: The student of exceptional educational ability may register for a maximum of two units of overload credit during a long term with the consent of the tutor or adviser.

3. Second Term Sophomores and Upperclassmen: A student who achieves a "B" average in the preceding term (courses graded "P" will not be taken into consideration, however, an "F" grade will automatically disqualify a student for the term following the reception of the "F" grade) may elect a two unit overload during a long term with the approval of his adviser.

4. Term III Overloads: Overloads during Term III are prohibited, except in extra-ordinary cases. Such overloads must have the approval of the Provost.

G. Course Overload Charges

Term I and Term II

A student's normal course load is eight units. Students carrying more than one unit in excess of the normal course load will be subject to an overload charge which is equal to one-twentieth of their yearly tuition charge for each unit of overload.

Term III

A student's normal course load is four units. Students carrying a unit in excess of the normal course load will be subject to an overload charge which is equal to one-twentieth of their yearly tuition. Students, with the approval of the Provost, may take only one unit of overload during Term III.

H. Auditing Courses

A student may audit a course with the consent of the instructor. An auditor is expected to attend classes, do the assigned reading, and participate in class discussions, but is not required to take examinations. Under no circumstances is credit given for an audited course. A student who audits a course as an overload must pay the regular overload charges.

I. Withdrawal from a Course

Withdrawal from a course after the first week of classes must be approved by the Dean of the College and the student's adviser. Except under very unusual circumstances, such as prolonged illness, a student will not be permitted to withdraw from a course later than the sixth week of classes without receiving a failing grade in the course.

J. Deferred Completion

If because of illness or emergency, a student fails to complete any course for which he desires credit, he may defer completion of the course and receive an Incomplete only through special arrangement with the instructor and the Dean of the College.

K. Tutoring

Students wishing to tutor or be tutored are advised to consult the instructor of the course concerned.

L. Credit for Summer School

A student in residence at Elmira College who wishes to receive credit toward an Elmira degree for courses taken at another institution must secure the approval of his adviser and present the request to the Registrar. Approval must be secured before the courses are taken. Students wishing to receive credit under the New York College Proficiency Examination program should consult the Registrar.

M. Classification

A student is a member of the class with which it is deemed he may fulfill degree requirements.

N. Withdrawal from College

Any student withdrawing from the College during the academic year, or at the end of any term, must file a written request for withdrawal with the Dean of the College and have an exit interview. He is charged tuition according to the following schedule:

Withdrawal during week	Percentage of tuition charged
1	20%
2	40%
3	60%
4	80%
5	100%

A student who voluntarily withdraws for any reason (including medical reasons) after the fourth week following initial enrollment, who is dismissed for disciplinary reasons, or who does not meet the minimum academic requirements of the college will be charged 100 percent of the applicable tuition.

A student who registers and fails to matriculate is charged 20 percent of the established tuition charge.

A student who is dropped from the College for academic reasons after Term I is charged 60 percent of the annual tuition.

At the end of each academic term the Committee on Academic Standards, in consultation with the Chancellor, will study the case of each student whose performance is below the level required for graduation, and will require withdrawal from the College whenever it seems advisable.

Students holding National Defense Loans who withdraw from the College must have an exit interview with the proper representative in the Business Office.

O. Leave of Absence

The following is the Leave of Absence Policy for Elmira College:

1. Absence must be for no more than one year.
2. Request for Leave must be submitted to the Dean of the College thirty days before the end of the Term preceding the beginning of the Leave.
3. Reason for absence must be presented in writing for approval to adviser, Dean of the College, and Dean of Administration.
4. If absence is in order to attend another educational institution:
    a. Relationship of program to concentration requirements at Elmira College must be worked out with the adviser.
    b. Prior approval for transfer of credits must be obtained from Registrar's Office.
5. No monies will be transferred to another institution.
6. The student must be full-time and in good social standing.
7. The student's matriculation will be reactivated without charge upon completion of proper forms at the same tuition rate as that of his classmates.
8. Admission to another institution is the responsibility of the student as is the payment of all fees to that institution, (this rule does not apply to colleges with which Elmira has an exchange or cooperative program).

9. Application forms for reactivation shall be sent to the Dean of the College's Office by July 1, for September matriculation or by March 1, if participation in room drawing is desired.

P. Academic Integrity

Academic integrity, an essential component of successful college work, requires each student to work independently during examinations and to acknowledge his sources in every instance where another's work substantially contributes to an essay, a research paper, or any other academic product. To claim another's work as a student's own is completely unacceptable and will result in suspension or expulsion.

SECTION X

POLICIES ON REGISTRATION, EXAMINATIONS AND GRADING

A. General Policies and Regulations

1. Only the Registrar has the authority to evaluate transcripts of transfer students and assign credit.

2. The Registrar will furnish each instructor with an official roster of the class during the first week of classes.

3. No student may enter a course later than one week after the first meeting of the class without permission of the instructor and the Dean of Administration.

4. A student withdrawing from a course must obtain a withdrawal form from the Registrar and have it properly executed. Students may withdraw from a class during the first week with the approval of the faculty advisor only. Except under very unusual circumstances, the withdrawal of a student from a course after the end of the fifth week of classes (Term I or Term II) will not be approved.

5. Unapproved withdrawal from a course results in the student receiving a failing grade (WF). If a student is doing passing work, a grade of (W) will be recorded if he withdraws before the end of the fifth week of classes. These should be recorded on the instructor's grade sheet and they become part of the student's permanent record.

6. On occasion a student will withdraw from College during the semester. Whenever this occurs, the instructor will be notified, and he should record a grade of W or WF depending on whether the student was passing or failing the course at the time of withdrawal.

7. Student absences from classes need not be reported to or recorded by the Registrar's Office. Professors will, however, report absences on days before and after vacations to the Provost on forms furnished by the Dean of the College.

(Revised August 1975)

8. With the consent of the instructor in a course, a student may audit a course. Under no circumstances is credit given for an audited course.

9. A student wishing to take work in summer school must obtain a petition blank from the Registrar's Office and have it properly executed.

10. Faculty members do not have the authority to change the time of classes just before regular holidays, or to change the time of final examinations; students should not request them to do so.

11. Curricular improvement and innovative programs may change graduation requirements during a student's enrollment at the College. When such a change occurs, each student will be assured that the change will not penalize him in time or money; he will lose no credit that he has earned.

12. All full-time students admitted to the day program through the office of Admissions must take a minimum of six (6) units of credit and should take eight (8) units of credit each long term and four (4) each short term to complete the 80 units of credit required for graduation in four (4) academic years.

    Exception:

    Students who through acceleration need fewer than six (6) units for their last long term to attain the 80 units required for graduation, may register for the units needed and will pay 1/20 of the yearly tuition rate per unit. Neither resident nor non-resident day students may register through the Continuing Education division to complete the units (fewer than six) required for their degree.

13. On Monday, Wednesday, and Friday, sixty-minute periods are scheduled between 7:50 a.m. and 5:00 p.m., with ten (10) minutes between classes; on Tuesday and Thursday, ninety-minute periods are scheduled.

14. Dates and procedures for Registration, as well as class schedules, will be provided by the Registrar.

B. Examinations and Quizzes

1. The faculty shall report to the Dean of the College any violations (such as plagiarism) detected on written papers, notebooks, laboratory work, and other academic activities.

2. Class "Hour" examinations shall be announced not less than a week in advance. An "Hour" examination is considered to be one that covers more than a week's work and has considerable bearing on a student's grade, as opposed to an unannounced or "pop" quiz of lesser importance or to daily or weekly quizzes of less than hour length.

3. No class "Hour" examinations are to be given in the seven (7) days immediately preceding the last day of classes of any term. Daily or weekly quizzes may be given, however.

4. Class "Hour" examinations shall not last longer than the duration of the class period, and final examinations shall not last longer than one hundred eighty minutes.

5. Examinations must be written in the place designated. Seating should be alternate. If a room is too small for alternate seating, the Registrar's Office will assign additional space on request.

6. The faculty member should keep final examinations for a term after use. Blue books may be purchased by the student at the Book Store.

7. Undergraduates shall not be given the responsibility of typing or mimeographing final examination questions or for correcting and grading of tests or examinations involving subjective appraisal as distinct from scoring of objective answers.

8. It shall be the policy of the faculty that all activities of a course including all written work such as term papers, shall end for the student by the last day of classes. Only the final examination shall be a student responsibility thereafter.

9. Final examinations if scheduled must be given. A copy of every final examination is to be filed with the Dean of Administration.

10. Grade books may be obtained in the Bookstore. Since they constitute original records, used grade books should be kept on file in the faculty member's office or the Dean of Administration for at least four years.

11. Except under extenuating circumstances hour exams will be announced at least a week before the exam is given. Absences from tests and exams which have been announced automatically incur a grade of zero for the test or exam, unless other arrangements have been made with the instructor because of illness or emergency certified by the Dean of the College.

C. Grading

1. The catalog of Elmira College describes the marking system.

2. Beginning with the Class of 1969 (Freshmen entering in the fall of 1965) grades may be reported to the Registrar in terms of plus or minus. Registrar will record such grades, however, without the designated plus or minus. (Beginning with Fall 1975, plus-minus grades will be recorded.)

3. It is advisable to discuss the meaning of grades with the students in class. Instructors should also explain the proportional amount counted for class work, tests, term papers, and final examinations.

4. A teacher who gives a student a grade of Incomplete for final examinations deferred or work not completed for reasons of health or serious emergency should accompany the grade report with a statement to the Registrar of what is necessary to remove the Incomplete and the deadline for completion. A similar statement should be given to the student. When the Incomplete is made up the teacher should notify the Registrar. Otherwise, the Registrar will change the Incomplete to an "F" if the deadline passes with no report. The deadline is six (6) months after the end of the term excluding time the College is not in session.

(Revised August 1975)

5. The grade of Incomplete is not to be given for ordinary delinquency. For this, work not completed at the proper time is computed in the student's grade as zero.

6. Grades once permanently recorded by the Registrar can be changed only by faculty action except that computational errors may be rectified without such action up to the end of the following term.

7. A student who has received a grade below D- in a course which is a prerequisite to another course may be admitted to the other course, at the discretion of the instructor of that course without being required to repeat the prerequisite course.

8. Because it is usually necessary to rearrange without delay the schedules of students who have received grades of less than D-, especially in courses given in the first term, instructors should report such grades as soon as possible to the Registrar.

9. Progress reports are made at mid-term. Such reports are to include the results of at least one hour test or a suitable equivalent for each period in addition to such other evidence of a student's progress as the course provides and the instructor can ascertain. These reports are turned in to the Registrar's Office. Students will receive a warning if the grade in a course falls below C or C-.

10. Grades are reported at the end of each term to the Registrar on official forms furnished by the Registrar's Office. Reports should be turned in no later than 48 hours after the final examination in the course is given or by the time announced by the Registrar.

11. Grades in courses may be reported to students by the instructor at his discretion. In any case they will be mailed to students by the Registrar.

12. At the end of each term, the Committee on Academic Standards reviews the records of all students making unsatisfactory grade averages and imposes academic probation or withdrawal from College.

(Revised August 1975)

13. A student is considered to be on classroom probation in any class in which he has a grade of less than D at mid-term.

14. Students who receive warnings consult their instructors in the courses concerned; those who are put on probation consult their advisers as well as their instructors in courses in which their work is unsatisfactory.

15. Students who are on probation at the beginning of the term in September may not participate in any of the choral, debate, athletic groups, etc., wherein they represent the College without permission of the Committee on Academic Standards. When a student is put either on classroom or regular probation, he may continue his participation with such groups until the completion of the group's next major presentation. He must then resign from the group until he is off probation.

16. Progress reports are made to the student and adviser at mid-term periods. A student will receive a Warning Notice in a subject when, in the opinion of the instructor, the student is not making satisfactory progress toward the completion of academic requirements. A student who receives a Warning is expected to discuss the situation with his adviser and instructor immediately. Copies of Warning Notices, Probation Notices, and Grade Reports are sent to all parents or guardians.

D. The "P-F" Grading System

1. Some programs at Elmira College are evaluated on a "Pass-Fail" grading system. The "Pass" grade is equivalent of work performed at the A through D grading scale. No "Pass-Fail" grades can be achieved in a student's concentration or major with exception granted [illegible] Education discipline.

2. Of the 80 units required for graduation, no more than 15 units may be taken on the "Pass-Fail" system. Prorations for the transfer students are determined by the Curriculum Committee.

3. Students must indicate at the time of registration what grading system they choose for each course in which they are registered, and, in addition, in writing they must notify the faculty member teaching the course of their choice during the first week of class if they select a "Pass-Fail" system.

4. The Freshman Arts and Sciences Program is graded on the "A-F" system. Freshman students are not required to take any courses on the "Pass-Fail" grading system, but if they choose to do so, they are advised to select such a "Pass-Fail" course judiciously. The only courses which are mandated on the "Pass-Fail" grading scale are those approved by the entire faculty.

E. Honors and Probation

1. In addition to the prizes and awards listed in the catalog, we would award the following honors:

    a. The designation Honors Scholar will be given to those students who have achieved a cumulative grade point average of 3.6 or higher at the end of Term I and II.

    b. Graduation Honors will be awarded to students who achieve the cumulative grade point averages indicated below for all work taken at Elmira College.

        (1) summa cum laude - 3.8 and above

        (2) magna cum laude - 3.6 to 3.799

        (3) cum laude - 3.4 to 3.599

        (4) The Honors Banquet for the College community should be held late in Term II and before examinations. No academic garb should appear, and the program itself should include: special scholarship winners (Wilson and Danforth, for instance); new listees in Who's Who (the student publication); the following year's JYA students; students elected for Term I to a list of Honors Scholars.

2. Students will be placed on academic probation under the following circumstances:

    a. If the student has less than a 2.0 grade point average for the previous Term at Elmira College, or

    b. If the student has less than a 2.0 cumulative grade point average for all work taken at Elmira College.

    c. The Committee on Academic Standards shall consider all persons on probation and may suspend any person who, in the judgement of the Committee, is not making satisfactory progress toward a degree.

SECTION XI

CLASS ATTENDANCE

A. Regular attendance at all classes and other scheduled appointments is expected but not required of all students, and students are responsible for all assigned work. Students who are absent from announced tests or class reports incur a grade of zero for the test unless a sickness or emergency notice has been received.

B. Instructors should keep a record of student class attendance. A record book may be obtained from the Bookstore.

C. There are no "excused" absences. In the event of serious illness or emergency, however, the Dean of the College will notify instructors of the reason for a student's absence. Faculty members are responsible for assisting students to make up work only if the absence is thus reported by the Dean of the College.

D. "Excessive" absences must be determined by the instructor on an individual, non-automatic basis. Excessive Absence forms may be obtained from the Office of the Dean of the College. Absences may jeopardize the student's academic standing in a course; consequently, if the instructor thinks that a student's absences are excessive, he may recommend to the Dean of the College that the student be dropped from class. Such an action will be recorded as a WF (withdrawal, failure) on the student's permanent record card in the Registrar's Office. Before recommending that a student be dropped, the instructor should send a warning letter to the student that he contemplates such action if attendance does not improve. (A copy should be sent to the Dean of the College.)

E. If for any reason a student anticipates absence from class, he should extend the courtesy of notifying the instructor in advance.

F. Individual faculty members will report all absences on days before and after vacations to the Provost on forms furnished by the Dean of the College.

G. Faculty members do not have the authority to excuse students on days before and after vacations, to change the time of classes just before regular holidays, or to change the time of final examinations.

H. Students placed on probation will be notified by the Registrar that absences may endanger their status in class and in Elmira College, and copies of this notification will be sent to parents.

SECTION XII

GANNETT-TRIPP LEARNING CENTER

A. The Gannett-Tripp Learning Center is the focal point for learning on the Elmira College Campus. It provides the print and non-print resources and services to augment and amplify the classroom experience.

B. From time-to-time the Learning Center will sponsor workshops and seminars aimed at helping individuals increase their awareness of the resources of the Center and the means of integrating those resources into teaching strategies.

C. Hours of operation of the Learning Center are as follows:

1. During the academic year:
    a. 8:30 a.m. - 11:00 p.m. Monday through Friday
    b. 11:00 a.m. - 5:00 p.m. Saturday
    c. 11:00 a.m. - 11:00 p.m. Sunday
2. During vacation periods:
    a. 8:30 a.m. - 5:00 p.m. Monday through Friday
    b. Closed - Saturday and Sunday
3. During Summer Sessions:
    a. 8:30 a.m. - 10:00 p.m. Monday through Thursday
    b. 8:30 a.m. - 5:00 p.m. Friday
    c. Closed - Saturday
    d. 5:00 p.m. - 10:00 p.m. Sunday

(Changes in these hours will be posted as they occur.)

D. Acquisitions Policy

1. Premises

a. In making decisions re acquisitions both print and non-print resources must be considered, and permanent as well as temporary (film rentals) acquisitions be included.

b. Acquisitions should reflect the future as well as the current academic programming needs of an undergraduate and advanced studies teaching-learning center.

c. All faculty members should regard the continuing evaluation and recommendation of acquisitions as part of their professional responsibilities. Part-time faculty who teach specialized courses should also participate.

d. Policy proposed for this year will be evaluated in the spring and necessary modifications recommended.

2. Implementation

a. Each faculty member will be asked to inventory all of the holdings that are important for or related to the courses he teaches keeping in mind the potential for independent study. The faculty member will have available from the GTLC and/or from the Criminale report a listing of numbers of titles in the area covered by each course offered. The inventory should include books, periodicals, bibliographies, reference tools, continuations, and all kinds of non-print materials. He will give his judgment regarding the strengths and weaknesses of the collection and a recommendation regarding the kinds of acquisitions most important to correct any weaknesses. His judgment should be based upon some accepted standard listing if available.

b. The inventories will be collected by the Learning Center Committee who will judge them on the basis of both present and projected needs as they are revealed through the Long Range Plan for the College.

c. The Learning Center Committee will publish a list of the various areas indicating its judgment on the strength or weakness of each. Faculty will be urged to submit recommendations for strengthening the areas needing additional resources to support areas important as judged by the Long Range Plan. Likewise, when courses are dropped from the curriculum, the Committee will reassess needs in the area and make appropriate recommendations for any buying in that area.

d. Choice cards will be circulated to help faculty keep abreast of current publications. Any book appearing to fill a need will be checked through a review in an acceptable journal or personal knowledge.

e. Faculty orders for instructional resources will include a statement justifying the order in terms of the prepared inventories.

f. Approval of all orders for instructional resources will be based upon analysis of how the resource strengthens the overall collection. It is expected that the Committee would indicate the broad operating principles and the Director would operate under these.

g. The Committee will be responsible for enlisting faculty help in building collections if it becomes apparent that faculty have not taken the initiative in recommending the necessary acquisitions.

h. The inventories will be kept up-to-date by adding to them the name of each new resource as noted in the monthly acquisitions list published by the Learning Center.

i. The inventories will be analyzed each spring and the faculty apprised of the status of each.

E. The College is in the process of reorganizing the operation of the Learning Center. Policies relating to circulation of resources and use of the facilities will be developed and added as a supplement to this Manual. In the interim any questions concerning these matters should be addressed to the appropriate staff member or to the Executive Assistant to the Chancellor.

SECTION XIII

TEACHING FELLOWS PROGRAM

The Faculty of Elmira College have approved the following program:

A. That Elmira College establish a program in which outstanding students may serve as teaching fellows with a faculty member in lower level courses in areas in which they are qualified;

B. That students who participate in the program must have acquired a 3.0 average in order to participate in the program;

C. That only Juniors and Seniors be permitted to participate in the program and that two units of credit per term be the maximum for a teaching fellow;

D. That a maximum of four units of credit be established as a limit any student may earn in the program;

E. That a formal, written contractual agreement stipulating duties and responsibilities of the student as well as the evaluative procedures to be used by the faculty supervisor be provided for each teaching fellow. Such a contractual agreement should be worked out between faculty and student and a copy sent to the Provost;

F. That the Provost of Elmira College be the coordinator of the program and be responsible for its implementation;

G. That nominations for the position for teaching fellows be sent to the Provost at least two weeks prior to the beginning of each new term;

H. That each year teaching fellows be honored in some fashion by the College in recognition of the contributions made by these students;

I. Such programs are not intended to and should not diminish the involvement of the professor in the work of the course nor his responsibility for the work of the students in the course. Nor should such a program for undergraduate students be allowed to replace those faculty associateships in which more competence is necessary.

SECTION XIV

FACULTY ASSOCIATES

A. The Elmira College Faculty Associates program employs college-educated men and women from the community in College activities related to campus-classroom teaching. The program has three basic objectives:

1. to give regular faculty additional time in which to undertake research directly related to their teaching, to revise or to make innovations in their courses, and to improve the quality of their instruction;

2. to enable regular faculty to extend their teaching efforts to a greater number of students than would otherwise be possible;

3. to encourage the Faculty Associates to progress in personal and intellectual development through the work in which they are involved, and through the provisions that are made for their continuing academic studies.

B. Requests from the regular faculty for the assignment of Faculty Associates should be submitted by March 1 for September assignment, and by November 1 for January assignment, and should clearly state how the assignment will assure that the three major objectives will be reached.

C. Applicants for Faculty Associateship will be evaluated, and interviews will be scheduled with the faculty members in whose area they are qualified to work. During these interviews the faculty member should be as specific as possible in describing the kinds and amounts of work expected during the fifteen to twenty hours per week which the Associates spend in on and off campus work. Summer study, either readings selected by the Faculty member or summer course work, can be discussed at that time. A report should be submitted by the faculty member within five days after the interview recommending retaining the Associate or asking that other applicants be scheduled for interviews.

D. Faculty Associates are not to be used for faculty research projects unless specifically approved by the Dean of Administration.

E. So that their intellectual and professional capabilities may continue to develop, Faculty Associates will have tuition remitted for courses taken in the Continuing Education Program:

1. the summer before assuming duties as Associates;

2. the year or years of service;

3. the academic year following the termination of associate appointment;

4. the tuition waiver does not apply to off-campus projects for which institutional payments are required (example: CCFL Bahamian Campus Projects, JYA).

F. Faculty Associates and their spouses are invited to attend the special dinner at Thanksgiving and the Honors Banquet in the College Dining Room as guests of the College. They are welcome to attend at their own expense the Christmas Dinner and the A. A. Banquet. All other such events are by invitation.

G. Faculty Associates are ineligible for faculty travel grants except for very special cases approved by the Dean of Administration.

(Revised August 1975)

SECTION XV

RESEARCH POLICIES

A. Elmira College is primarily a teaching institution. Faculty in the usual ranks (instructor, assistant professor, associate professor, professor) are considered to be primarily teaching faculty. Recognizing that there is a relationship between professional involvement and teaching effectiveness,

1. the College encourages members of the faculty to do research that will stimulate their growth as effective teachers insofar as their primary function, that of teaching, is not neglected;
2. the College encourages members of the teaching faculty to apply for research grants in their fields;
3. it is recommended that whenever possible faculty apply for research grants from external funds before requesting College funds;
4. occasional release from some teaching duties to participate in research does not change the rights, privileges, or obligations of a member of the teaching faculty;
5. requests for full-time research by teaching faculty will be handled on an individual basis.

B. Elmira College on occasion favors having full or part-time research personnel on the staff in addition to the teaching faculty.

1. Since teaching is the fundamental function of the College, such research positions shall exist at the pleasure of the College.
2. The ranks of Research Associate, Assistant Research Professor, Associate Research Professor, and Research Professor may be established at Elmira College.
3. Funds for research personnel shall be primarily from external sources.

4. Research personnel will be entitled to participate but not vote in faculty meetings.

5. Research personnel shall not be eligible for tenure, retirement, or other faculty benefits (other than free tuition at Elmira College) except as expressly covered in grants or contracts.

6. Research personnel shall be eligible for promotion and raises only as provided in grants or contracts.

7. Persons engaged in full or part-time research who are not members of the teaching faculty may be employed to teach one or two classes on a part-time basis at the mutual satisfaction of the College and the individual with appropriate remuneration by the College.

C. Students may not be directly or indirectly involved as subjects of research projects of any kind without the explicit written approval of the Provost. Such approval must be obtained prior to the initiation of the research project.

SECTION XVI

PROPOSALS

A. Proposals which are submitted for action by the Chancellor, should be concise and must supply as much of the information indicated below as possible.

1. In proposing new programs state: (1) number of students, faculty, or staff involved; (2) subject areas involved -- who has been consulted and with what results; (3) what other Departments are likely to share the program or equipment; (4) the cost, including new salaries, equipment, maintenance, etc., and relation to the current budget.

2. In proposing new policies (ex., grading system, class cuts) state: (1) the present practice and recommended change; (2) the pertinent information listed under 1. above.

3. In proposing expenditure of funds (budget) state: (1) costs; (2) relation to current budget; (3) whether the expenditure is for a capital or expendable purchase; (4) number of comparable items currently on hand; (5) whether the request is part of a continuing budgeting program or budget item; (6) if it is, the original total for the program and either the total amount spent for the program or amount remaining.

4. In proposals regarding personnel (new appointments, salary, promotion, etc.) state: (1) current salary; (2) how long individual has been employed; (3) justification for new appointment; (4) why a change is suggested and the nature of the change either in amount or status.

B. A proposal may include one or more of the above items (1-4); proposals not easily fitting the outlines need the writer's judgment about the kinds of information required for support. In all proposals the following practices should be followed:

1. State recommendations clearly and give reasons for them: economy, efficiency, effectiveness;

2. Send an original and two carbons. One will be retained, one returned to the originator, and one sent to the appropriate individual in another office, and always to the Chief Financial Officer when funds are to be spent.

SECTION XVII

USE OF FACILITIES

A. Campus Center

1. The Campus Center is the center of out-of-class activities for the campus. Although there is no objection to students studying in the Center, it is understood that this is not the purpose of the building. The Center is operated with this policy in mind. The Control Desk is the information center for the building.

2. Hours of operation of the building are as follows - (subject to change):

a. Building

Monday thru Thursday	7:00 a.m. to Midnight
Friday	7:00 a.m. to 1:30 a.m.
Saturday	9:00 a.m. to 1:30 a.m.
Sunday	9:00 a.m. to Midnight

b. Control Desk

Monday thru Thursday	8:30 a.m. to Midnight
Friday	8:30 a.m. to 1:30 a.m.
Saturday	9:00 a.m. to 1:30 a.m.
Sunday	9:00 a.m. to Midnight

c. Snack Bar

Monday thru Thursday	9:30 a.m. to Midnight
Friday	9:30 a.m. to 1:30 a.m.
Saturday	11:00 a.m. to 1:30 a.m.
Sunday	4:00 p.m. to Midnight

d. Bowling

Friday	7:00 p.m. to Midnight
Saturday	7:00 p.m. to Midnight
Sunday	7:00 p.m. to Midnight

3. General Policies and Regulations

a. Elmira College students, faculty, administrative staff, and employees of the College and their guests may use the Campus Center facilities. Guests must be accompanied by one or more of the above listed people

b. Community or off-campus guest groups may use the facilities of the Center if cleared through the Office of Public Relations. A community-wide organization, on a once a year basis. holding a non-fund-raising function at the College will not be charged for the use of facilities. All others will. No organization may regularly schedule its meetings in any college building.

c. Reservations. All campus events should be scheduled directly through the Office of the Campus Center Director. Off-campus groups should schedule events through the Office of the Director of Public Relations.

d. Meeting rooms may be obtained for any hour the building is open. Costs, if any, may be obtained at the time reservations are made.

e. Games. Equipment for games is available at the Control Desk from the time it opens until thirty (30) minutes before closing. The Elmira College I. D. Card is necessary to check out equipment. The person to whom equipment is checked out is responsible for broken or lost items while in his possession. Equipment for billiards, table tennis, and shuffleboard is available free of charge. Equipment for bowling, which is available during the hours that the alleys are open, is charged at the rate of 35¢ per lane and 10¢ for shoe rental.

f. Posting signs and notices is strictly regulated. A complete set of rules may be obtained through the Office of the Director of the Campus Center.

g. The phone at the Control Desk is to be used for official purposes only. Control Desk personnel are not permitted to take the responsibility of checking parcels, etc. The Control Desk is, however, the "lost and found" headquarters for the entire campus.

h. Any group re-arranging furniture should leave the room as it was found. No furniture is to be removed from the Center.

i. Food and beverages are not permitted in any public area, except in the case of scheduled receptions and those areas designated as Dining facilities.

4. Dining Facilities

a. Main Dining Room

(1) Faculty and guests may eat in the Main Dining Room as may also members of the community. No special arrangements or advance notice is needed for groups of ten (10) or less having the regular meal. Guest groups of more than ten (10) should make a reservation, as should groups wishing to be seated separately or needing special equipment or services.

(2) Tickets for these regular meals are on sale at the Control Desk. Costs (subject to change):

Breakfast	$1.50
Lunch	2.00
Brunch (Sat. & Sun.)	2.00
Dinner	3.00
Sunday Dinner and Banquets	4.00

(3) Meals are served by waitresses on special occasions. Serving lines are used for all other meals.

b. West Dining Room

(1) This room seats ten (10) on each side when divided, twenty to thirty (20-30) when not divided.

(2) Reservations and arrangements for use of this room by all campus groups should be made through the office of the Director of the Campus Center; off-campus groups through the Office of Public Relations.

(3) Waitress service or special menus are not provided unless approved in advance.

c. East Dining Room

(1) The East Dining Room is available for special occasions by scheduling through the Office of Public Relations.

(2) This room will seat up to thirty (30) and all meals must be served by waitresses.

(3) Costs must be established in advance.

(4) The East Room china, crystal, and silver will be used for "state occasions" only.

d. Meals for Faculty

(1) The College will pay for certain faculty meals in the Center. These will be:

A faculty member meeting with his advisees.

A faculty member meeting with representatives of a student group with which he works.

Lunch or dinner attended by faculty to meet with a candidate for a position.

Lunch or dinner for a few faculty entertaining a Convocation speaker or similar visitor to the Campus.

(2) The College will not pay for (among other things):

A luncheon or dinner meeting for members of a subject area.

A similar meeting for a College committee, for example, the Curriculum Committee.

(3) For these faculty meals, to be paid for by the College, arrangements should be made in advance through the Office of the Provost

or Dean of Administration. If approved, a voucher (form) properly filled out and signed may be presented at the Control Desk for the specified meal tickets. Approval will be considered to be for the regular menu and regular service unless otherwise specified. Forms are available in the Office of the Provost and the Office of the Business Manager.

B. MURRAY ATHLETIC-EDUCATION CENTER

1. The Murray Center is available for use by members of the College community for educational use.

2. Arrangements for use of the Center by groups should be made through the Manager of the Center.

3. Special regulations governing use of the Center and costs can be obtained from the Director of Public Relations or the Manager of the Center.

C. Other Facilities

1. Other College facilities are available to College groups only insofar as that use does not conflict with the educational program.

2. The Registrar is responsible for assignment of classroom use.

3. All other questions concerning use should be directed to the Office of the Provost.

APPENDIX A

A POLICY FOR ACADEMIC FREEDOM AND TENURE

ACADEMIC FREEDOM

The faculty and responsible officers of Elmira College accept the 1940 Conference Statement on Academic Freedom endorsed by the Association of American Colleges and by the American Association of University Professors in the year 1941.

This Statement reads as follows:

"(a) The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

"(b) The teacher is entitled to freedom in the classroom in discussing his subject, but he should be careful not to introduce into his teaching controversial matter which has no relation to his subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

"(c) The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he should be free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by his utterances. Hence he should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman."

ACADEMIC TENURE

The faculty and responsible officers of Elmira College to the extent outlined below accept the principles set forth in the 1940 Conference

Statement on academic tenure endorsed by the Association of American Colleges and by the American Association of University Professors in 1941 and in accordance with these principles and with the recommended regulations approved by Committee A on Academic Freedom and Tenure of the American Association of University Professors on August 4, 1957.

All new appointees to the faculty with a rank from instructor to professor inclusive will serve a probationary period at the College of not more than seven years. Probationary appointments will be for one year (terminating June 30 of each year) subject to renewal.

For one year of service with the rank of full-time instructor or higher at other colleges or universities the probationary period will be reduced to six years; for two years of such service the probationary period will be reduced to five years; for three or more years of such service the probationary period will be reduced to four years.

Written notice that a probationary appointment will not be renewed, or, if it is the last probationary appointment, that continuation in service with indefinite tenure will not follow, will be given to a faculty member in advance of the expiration of a probationary appointment according to the following:

(1) If a first year appointment, by March 1 preceding the June 30 termination of the appointment.

(2) If a second year appointment, by December 15 preceding the June 30 termination of the appointment.

(3) If a third year appointment or any subsequent year appointment, by June 30 of the year preceding the June 30 termination of the appointment.

During the probationary period a teacher shall have the same academic freedom that all other members of the faculty have.

Members of the faculty who are eligible for indefinite tenure shall be those who hold the academic rank of Instructor or above and who teach at least an average of nine semester hours a semester. Visiting professors, research professors, part-time instructors, lecturers, fellows, faculty associates and assistants are not eligible for indefinite tenure.

Members of the faculty with indefinite tenure will have their services terminated only for adequate cause except in the case of retirement for age, (65 years according to the Elmira College Retirement Plan, Appendix B) or under extraordinary circumstances because of financial exigencies, or because persistent shrinkage in demand for certain fields leads to a decision to eliminate or reduce the fields. The procedure for termination of services because of financial exigencies shall be the same as that described below for termination for cause, if the teacher is not satisfied that the exigencies are bona fide.

PROCEDURE FOR TERMINATION OF INDEFINITE TENURE FOR CAUSE

Complaints against a member of the Faculty on indefinite tenure may be brought by the Chancellor of the College, the Provost, the Dean of Administration, or a member of the Board of Trustees. The complaint shall be presented to the Chancellor who will discuss the charges with the teacher concerned. If the teacher and the Chancellor cannot come to an agreement, the teacher may request an investigation.

In case the teacher requests an investigation of the case, a committee of three members of the faculty, elected by the faculty, shall consider the case and conduct hearings, at the conclusion of which the committee shall recommend what action, if any, should be taken by the Chancellor and Trustees. In all cases where the facts are in dispute, the accused teacher shall be informed before the hearing in writing of the charges against him and shall have the opportunity to be heard in his own defense by all bodies that pass judgment upon his case. He shall be permitted to have with him an adviser of his own choosing who may act as counsel. There shall be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of professional incompetence the testimony should include that of teachers and other scholars, either from this or from other institutions. Teachers on indefinite tenure who are dismissed for reasons not involving moral turpitude shall receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the College.

APPENDIX B

INSURANCE AND RETIREMENT PLANS

A. BLUE CROSS - BLUE SHIELD BASE PLAN

You and your dependents are eligible to participate in a high-option membership in Blue Cross and Blue Shield. The cost is borne by employees who elect to join. The effective date of your policy will be within 45 to 60 days after your date of application. You must complete either the application for membership or the waiver form.

B. MAJOR MEDICAL INSURANCE PLAN

Elmira College, effective July 1, 1973, inaugurated a new group Major Medical Plan carried with the Employers Insurance Company intending to protect members of the College community from catastrophic doctor and medical bills. The entire cost is paid by the College.

1. Who is Covered - All regular, full-time employees together with their spouses and their unmarried children under age 19. The plan also covers children to age 25 if unmarried, dependent, and full-time students.

2. Coverage starts - after three months of service.

3. Description of Benefits - 80 percent of covered hospital, doctor and prescription charges after the deductible amount has been satisfied.

4. Deductible Amount

   a. For those with Base Plan coverage, the deductible amount is $100 per person or $300 per family, whichever can be met first, during any calendar year.

   b. For those without Base Plan coverage, the deductible amount is $1200 per person.

(Revised August 1975)

5. **Maximum Payment**

Each member of a family covered by a contract may collect up to a maximum of $250,000 "plus" benefit amount. After benefits have been paid an insured individual becomes eligible for the "plus" benefit through restoration. On each January 1, the benefits paid for an insured individual are automatically reinstated, up to a maximum reinstatement of $2,000.

6. **Termination**

Coverage will be continued for three months beyond the termination of employment at Elmira College.

C. DISABILITY INSURANCE

You may participate in the disability insurance program which provides benefits for accidents or illnesses not incurred in the line of duty. Your share of the premium is .0018 percent of your gross salary. The remaining approximately 60 percent of the premium is paid by the College. If you had previous group disability coverage within three months prior to joining Elmira College which provided income benefits for a minimum of five (5) years during total disability due to sickness, you are eligible for insurance on the first day of the month coinciding with or following your contract date. If you did not have previous coverage you are eligible for insurance on the first day of the month coinciding with or following the completion of one year of service to the College. Those desiring the insurance must complete the certification of previous coverage form and the request for group total disability benefits insurance. If you do not wish to participate, you must complete and return the group waiver card.

D. COLLECTIVE LIFE INSURANCE

Employees participating in the retirement plan must participate in a TIAA decreasing term life insurance plan. The number of units of insurance protection varies as follows: Instructors receive two units; assistant professors, associate professors,

professors and administrators receive three units. The amount of insurance for each unit depends on your current age. The cost is fifty (50) cents per unit per month to the employee with the College matching the amount. The insurance is effective ninety days after the beginning of your contract. The Payroll Assistant must have the completed form within 30 days after the beginning of your contract so that the effective date will not be delayed. Kindly complete and return the application form.

NOTE: Detailed descriptions of these insurance plans can be obtained from the office of the Chief Financial Officer.

Retired people with 15 or more years of service may participate in the health insurance program of the College, but at the individual's expense.

E. RETIREMENT PLAN

The following pages are a statement of the Elmira College retirement plan for Faculty and Administrators.

(The next numbered page is 124)

This Resolution together with the booklet, "Your Retirement Annuity," provide each participant with a summary of the Elmira College retirement plan. This summary describes the plan for Faculty and Administrators. Separate summaries have been prepared for Supportive Staff Personnel to whom this summary does not apply.

TABLE OF CONTENTS

Section Number	Pages	
I	1	Establishment of Plan
II	1	Eligibility
III	1	Participation
IV	2	Normal Retirement Age
V	2	Plan Contributions
VI	3	Annuity Contracts
VII	3	Leave of Absence
VIII	3 & 4	Repurchase
IX	4	Retirement Benefits
X	4	Death Benefits
XI	4 & 5	Plan Year
XII	5	Administrator
XIII	5	Application for Benefits
XIV	5	Requests for Information and Other Claim Procedures
XV	6	Amendment
Appendix A		Definitions

Retirement Resolution

I. This Retirement Resolution sets forth the provisions of the TIAA-CREF retirement plan established by the Board of Trustees of Elmira College, herein referred to as the College, as of July 1, 1945 with amendments dated July 1, 1959, July 1, 1968 and January 1, 1975. Contributions under this defined contribution (money purchase) plan are applied to individual annuities issued by Teachers Insurance and Annuity Association (TIAA) and/ or College Retirement Equities Fund (CREF).

II. Eligibility. Subject to the conditions stated in Section III and Appendix A, all regular full-time administrators and faculty are eligible to participate in the retirement plan.

III. Participation. All eligible employees will participate in this retirement plan on the first day of the month after completing the following period of employment at the College without a break in service: one year of service. A "year of service" and "break of service" are defined in Appendix A of this Resolution. Participation is at the option of the faculty member or administrator during the first year of employment, provided, however, that employees in eligible categories of employment who own regular retirement annuity contracts issued by TIAA or CREF under the terms of an institutional retirement plan of a previous employer may begin participation in this retirement plan on the first day of the month following employment at the College. In addition, effective November 1, 1973, any employee may purchase a Supplemental Retirement Annuity from TIAA-CREF regardless of length of service or job classification.

IV. Normal Retirement Age. All participants in this retirement plan shall retire on the June 30 following his/her 65th birthday, if it occurs during the academic year, otherwise on the last day of the month in which he/she shall attain his/her 65th birthday.

V. Plan Contributions. Contributions to this retirement plan shall be made during years of participation (as defined in Appendix A of this Resolution) on a monthly basis, except for months in which no salary is paid, in accordance with the following schedule:

	Contributions as a Per Cent of Regular Salary		
	By the Participant	By the Institution	Total
On Salary Within the Social Security Earnings Base	None	9.15%	9.15%
On Salary Above the Social Security Earnings Base	None	15 %	15 %

Contributions by the College shall be applied on a tax-deferred basis under Section 403(b) of the Internal Revenue Code under a properly executed agreement for salary reduction. In addition, employees may make voluntary contributions of their own. Such voluntary contributions may be treated on a tax-deferred basis within the confines of the law and/or as a salary deduction. Contributions under this plan shall be forwarded to TIAA-CREF to be applied as premiums on regular individual retirement annuity contracts on the participant's life, allocated between TIAA and CREF in any one of the following proportions, as elected by the participant:

To TIAA	To CREF
100%	0%
75	25
50	50
25	75
0	100

VI. Annuity Contracts. Each regular TIAA and/or CREF annuity contract issued in accordance with Section V of this plan is for the sole purpose of providing a retirement and/or death benefit and is the sole property of the individual participant. Provisions of regular TIAA and CREF annuity contracts are described in the booklet, Your Retirement Annuity, which is distributed to each participant as part of the description of this plan. A participant may initiate procedures for receipt of retirement income benefits by writing directly to TIAA-CREF. A condition of employment at the College is that such employment shall not continue beyond the date a participant receives his or her first annuity income payment from a TIAA or CREF annuity contract to which the participant or the College has contributed under this plan. Benefits under this plan are provided solely through individually owned, fully funded annuity contracts and therefore are not subject to, nor covered by, federally sponsored plan termination insurance.

VII. Leave of Absence. During a leave of absence the College will continue its contributions to a participant's annuities, at the rate specified in Section V, on the basis of salary then being paid by the College. Participants on leave without salary may make arrangements with TIAA and/or CREF out of their own funds.

VIII. Repurchase. In the event a participant in this plan terminates employment for reasons other than retirement or disability and requests that TIAA-CREF repurchase his or her annuity, the College will approve such repurchase, provided that it meets the conditions under which TIAA-CREF will repurchase annuities automatically. The entire amount accumulated in the annuities (less any repurchase charge) will be payable by TIAA-CREF to the participant.

VIII. Repurchase (cont.)

The conditions under which TIAA-CREF will repurchase the annuities of a participant, and the applicable charges for repurchase are set forth in the attached booklet, *Your Retirement Annuity.* Amounts paid to the participant upon repurchase shall be in full satisfaction of the participant's rights to retirement and/or death benefits.

IX. **Retirement Benefits.** The participant's TIAA and CREF annuity contracts provide that upon retirement at any age the participant shall be entitled to receive a monthly or other periodic income under of the options set forth in such contracts. All options provide a lifetime income for the participant and all except one also provide for income to a spouse or other beneficiary. Descriptions of the income options are contained in the booklet, *Your Retirement Annuity.*

A participant age 55 or over at the time annuity payments begin may elect to receive up to 10% of the accumulated value of each TIAA or CREF contract in a single payment at such time. The balance of the accumulation will be paid under the income option selected by the participant.

X. **Death Benefits.** In the event a participant dies prior to the commencement of annuity income payments under the annuity contracts, the full current value of the annuity accumulation attributable to contributions made under this retirement plan, including the portion attributable to the College's contributions, is then payable to the beneficiary or beneficiaries named by the participant, in a single sum or under any one of the income options offered by TIAA-CREF.

XI. **Plan Year.** Records for each participant to whom annuity contracts have been issued are maintained on a calendar year basis. TIAA-CREF sends each participant a report of premiums and benefits summarizing the status of his or her annuity contracts as of December 31 of each year.

XI. Plan Year. (Con't.)

Therefore, for administrative purposes, the end of each plan year will be December 31 of that year.

XII. Administrator. The Chief Financial Officer of the College, located at McGraw Administration Building, is the Administrator of this plan, and administers it by enrolling participants, sending contributions described in Section V of this plan for each participant as premiums to annuity contracts issued on the participant's life, and by performing other duties required for the operation of the plan. The Administrator may designate other persons to carry out duties under the plan.

XIII. Application for Benefits. Benefits provided by TIAA and CREF annuities to which contributions have been applied under this plan will be payable by TIAA-CREF upon receipt by TIAA-CREF of a satisfactorily completed application for benefits and supporting documents. The necessary forms will be provided the participant or beneficiary by TIAA-CREF.

XIV. Requests for Information and Other Claims Procedures. Requests for information and claims or service of legal process concerning eligibility, participation, contributions or other aspects of the operation of the plan should be directed to the Administrator of this plan. If a written request or claim is denied, the Administrator shall, within a reasonable time, provide in writing to the claimant the basis for any such denial and the procedure for requesting a review of such denial. Requests for information concerning the TIAA-CREF annuity contracts and their terms, conditions and intepretations thereof, claims thereunder, any requests for review of denial or such claims, and service of legal process, may be directed in writing to TIAA-CREF, 730 Third Avenue, New York, New York 10017.

XV. __Amendment.__ While it is expected that this plan will continue indefinitely, the Board of Trustees of The Elmira College reserves the right to modify or discontinue the plan at any time. Any discontinuance or modification of the plan cannot affect the benefits accrued by participants prior to the date of discontinuance or modification.

Employer Identification Number 16-074-3996

Plan Number 01

Appendix A

Definitions

Year of Service. For purpose of participation requirements, the term "Year of Service" shall mean:

(a) for a faculty member in an eligible category of employment, a twelve month period starting with the faculty member's date of employment during which the faculty member is expected to complete twelve credit hours of classroom teaching, act as advisor for at least five students assigned to the faculty member for a period of at least thirty-five weeks, serve on academic committees, participate in all College sponsored workshops and maintain office hours for at least five hours a week for a period of at least thirty-five weeks during the twelve month period with the Provost, Dean of Administration and/or the Dean of Continuing Education determining exactly how the equivalency shall be made.

(b) for all other employees in an eligible category of employment, a twelve month period starting with the Administrator's date of employment during which the Administrator is expected to complete 1,000 or more hours of service.

Participation in the plan begins only when the service requirement set forth in Section III has been fulfilled.

Year of Participation. A year of participation is any "year of service" after participation in the plan begins.

APPENDIX C

Excerpt from Part B, BY-LAWS of
ELMIRA COLLEGE, ELMIRA, NEW YORK
As Adopted January 27, 1945

ARTICLE VII
Chancellor of the College

Section 1. The Chancellor of the College shall be a member ex officio of the Board of Trustees and shall be the head of all educational departments of the College, exercising, subject to the rules and regulations of the Board of Trustees, such supervision and direction as will promote the efficiency of such educational departments. He shall preside at the meetings of the faculty and shall be the official medium of communication between the faculty and the Board of Trustees, and between the students and the Board of Trustees.

He shall recommend to the Board all promotions and assignments for the faculty.

He shall be responsible for the educational standards and discipline of the College, and for executing such measures concerning internal administration of the College as the Board of Trustees or Executive Committee may enact, and shall perform such other duties as from time to time may be assigned to him by the Board of Trustees.

Section 2. The Chancellor of the College shall make and submit to the Board of Trustees at its stated meetings, and at such other times as the Board or the Executive Committee may require, a report of the work and condition of the College, and shall present for the Board's consideration such measures as he shall deem necessary or advisable for the welfare of the College.

Section 3. In case of vacancy in the office of the Chancellor of the College, or of the absence of the Chancellor, or of his inability to serve, the Board may appoint an acting Chancellor of the College.

ARTICLE VIII
The Faculty

Section 1. Definition of faculty for voting purposes. The Elmira College faculty includes the Chancellor, who shall be the presiding officer of the faculty, the Provost, all persons with the rank of Assistant Professor and above, instructors who have taught one year at Elmira College, and the major administrative officers listed below:

Dean of Administration
Dean of the College
Chief Financial Officer
Dean of Continuing Education and Community Services
Director of Career Services
Director of Development and Assistant to the Chancellor
Dean of Admissions
Registrar
Executive Assistant to the Chancellor

Section 2. The faculty shall meet monthly during the College sessions, and shall appoint a Secretary who shall keep a record of their proceedings. Special meetings may be called by the Chancellor of the College.

Section 3. The faculty shall devise, subject to the approval of the Board of Trustees or Executive Committee, requirements for admission, conditions of graduation, the nature of degrees to be conferred, rules and methods for the conduct of the educational work of the College, and shall recommend to the Board candidates for such degrees as shall be granted upon successful completion of prescribed courses of study.

ARTICLE IX
Amendments

These By-Laws may be amended or repealed at any stated meeting of the Board by a vote of two-thirds of all the members present, providing a quorum of the Trustees shall be present and participating in the meeting, previous notice of the nature of any proposed amendment having been given at least one meeting before the action thereon shall be taken.

ARTICLE X
Former By-Laws

All former By-Laws are hereby repealed.

APPENDIX D

ARTICLE 129-A, NEW YORK STATE EDUCATION LAW

EXHIBIT A

ARTICLE 129-A

STATUTE

Section 6450. Regulation by colleges of conduct on campuses and other college property used for educational purposes.

1. The trustees or other governing board of every college chartered by the regents or incorporated by special act of the legislature shall adopt rules and regulations for the maintenance of public order on college campuses and other college property used for educational purposes and provide a program for the enforcement thereof. Such rules and regulations shall govern the conduct of students, faculty and other staff as well as visitors and other licensees and invitees on such campuses and property. The penalties for violations of such rules and regulations shall be clearly set forth therein and shall include provisions for the ejection of a violator from such campus and property, and in the case of a student or faculty violator his suspension, expulsion or other appropriate disciplinary action. Such rules and regulations shall be filed with the regents and the commissioner of education not later than ninety days after the effective date of this act. All amendments to such rules and regulations shall be filed with the regents and the commissioner of education not later than ten days after their adoption.

2. If the trustees or other governing board of a college fails to file the rules and regulations within the time required by this section such college shall not be eligible to receive any state aid or assistance until such rules and regulations are duly filed.

3. Nothing contained in this section is intended nor

shall it be construed to limit or restrict the freedom of speech nor peaceful assembly.

4. This act shall take effect immediately.

EXHIBIT B

ELMIRA COLLEGE

RESOLVED THAT THE BOARD OF TRUSTEES OF ELMIRA COLLEGE DOES HEREBY ADOPT THE FOLLOWING RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER ON THE ELMIRA COLLEGE CAMPUS, PURSUANT TO ARTICLE 129-A OF THE EDUCATION LAW OF THE STATE OF NEW YORK.

PURPOSE

The purpose of the college is to provide the facilities and environment in which truth and knowledge may be freely pursued by faculty and students in order to stimulate the intellectual, moral and spiritual development of the students.

The primary responsibilities of the faculty and administration are to foster, enhance and safeguard the freedoms of all to learn. The central functions of the students are to exercise the freedoms and opportunities to learn and to contribute to the maintenance and nurture of an orderly intellectual environment wherein the freedom and opportunity to learn can be freely exercised by all members of the community.

Because the rights of freedom of speech, lawful assembly, petition and peaceful, non-disruptive demonstrations are fundamental to the academic and democratic processes, the College supports these rights and recognizes the rights of all members of the academic community to express their views and to take exceptions to actions and opinions with which they disagree. The College emphasizes, however, that the academic processes cannot be sustained if actions of any individual or group limit, interfere with, or infringe upon the equal rights of others either in their regular routine or in special exercises and ceremonies.

To protect these freedoms and to maintain decorum and order, the following rules are adopted.

RULES

No person shall:

1. Prevent either free access to or egress from the campus or from any building or hallway or room in any building, or adversely occupy any part of a building, hallway or room.

2. Obstruct the movement of others on the campus, disrupt or interfere with the conduct of any class, activity, event or function conducted, sponsored or approved by the College.

3. Interrupt or prevent invitees or licensees of the College from speaking or performing, or interfere with their supplying information or services, or demonstrate in the building where a speech is taking place or where a College function is being held.

4. Use public address systems on college property except when authorized by College officials.

5. Use language or engage in conduct likely to encourage violence on the campus, or act in a disorderly manner.

6. Damage or destroy College property or the property of others, or threaten or assault the person of others.

7. Except a legally constituted security officer, possess any firearms on campus.

8. On the Elmira College campus refuse to identify himself to the Chancellor or Provost of the College or any security employee thereof, by failing to present his identification card or other satisfactory evidence.

PROCEDURES AND PENALTIES

1. Any visitor, licensee, invitee or trespasser on the campus who violates any of the foregoing prohibitions, shall be requested to leave the

campus immediately and, upon failure to do so, shall be subject to eviction and/or arrest by the civil authorities.

2. Any student or member of the faculty who violates any of the foregoing prohibitions shall be requested to desist and shall be subject to suspension pending a hearing; and to censure, probation, suspension and/or dismissal following a hearing before the Judicial Board and/or the Discipline Committee in the case of students, or the Chancellor's Faculty Advisory Committee in the case of faculty. The Chancellor or Provost is authorized, pending a hearing, to suspend a student or member of the faculty who is accused of violating any of the foregoing prohibitions. Any student or faculty who continues to violate any of the foregoing prohibitions after being advised by the Chancellor or his agent to cease, shall be subject to removal from the campus by civil authorities.

3. Written charges of alleged violation and the time when and place where charges will be heard, shall be personally given to the accused a reasonable time prior to the hearing which shall be scheduled not later than ten days after the alleged violation. The accused shall have the right to be assisted by a student or member of the faculty at the hearing, to cross examine witnesses who testify against him and to produce evidence in his own behalf. A record of any hearing, adequate for review, shall be made and a transcript shall be available to the accused.

Findings and recommendations of the Judicial Board and/or the Discipline Committee or the Chancellor's Faculty Advisory Committee shall be filed with the Chancellor, or in his absence with the Provost, who shall (a) dismiss the charges against the accused, or (b) censure, suspend, place on probation or dismiss the accused from the College if disciplinary action is warranted.

The accused shall have the right, within ten days after the action by the Chancellor or Provost, to appeal from the action against him to the Advisory

Committee of the Board of Trustees of Elmira College, by filing a written notice of such appeal with the Chancellor.

A copy of this statement and rules and regulations shall be distributed to all members of the student body, faculty and administrative staff and other interested constituencies of Elmira College.

EXHIBIT C

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
Albany, New York 12224

Robert D. Stone
Counsel
Deputy Commissioner for Legal Affairs

May 8, 1969

Memorandum to: Chief Executive Officers of Higher Institutions
From: Robert D. Stone
Subject: Education Law Article 129-A

During the brief period since April 21, when new Article 129-A of the Education Law became effective, the State Education Department has received numerous requests from the higher education community for a summary of the standards established by the Legislature with respect to the rules and regulations to be adopted by higher institutions for the maintenance of public order on their premises.

In our view, the Legislature has provided that such rules and regulations must meet the following basic requirements:

1. They must be promulgated by the trustees, or other governing body of the institution. In our opinion, this requirement does not preclude the trustees from such consultation as they may deem appropriate with the faculty, staff and student body of the institution.

2. They must relate to the maintenance of public order on the premises of the institution.

3. They must govern the conduct on the premises of the institution of students, faculty, staff and all visitors.

4. They must set forth clearly the penalties which will be imposed for violations of the rules and regulations, which penalties must include:

   a. Provision for the ejection of violators from the premises of the institution; and

   b. In the case of a violator who is a member of the faculty or student body of the institution, his suspension, expulsion or other appropriate disciplinary action.

   In our opinion, a range of penalties may be specified, with provision for the manner in which the specific penalty within the range will be determined in a specific case.

5. They must be filed with the Board of Regents and the Commissioner of Education no later than July 20, 1969. For filing purposes, two complete sets should be addressed as follows:

   Dr. Frederick M. Binder
   Associate Commissioner for
   Higher Education
   State Education Building
   Albany, New York 12224

6. Any subsequent amendments of the rules and regulations made by the board of trustees must be filed, in the same manner, no later than ten days after the adoption.

APPENDIX E

INDEX OF NAMES

The Information Manual refers to offices but does not include names of office holders. To make the Manual complete, the following names of office holders, as of 1 March 1974, are given below. The College Directory contains campus and home addresses and telephone numbers.

I-A	Chancellor	J. Ralph Murray
I-B	Provost	David G. Ruffer
I-C	Dean of Administration	Gertrude H. Spremulli
I-D	Dean of the College	James Mittelstadt
	Assistant Dean for Women and Counselor	Alice-Ann Schuster
	Assistant Dean for Men and Counselor	Lee Watkins
	Director of Financial Aid	Edward Clark
	Executive Assistant for Residence Halls	Olive Williams
	Director of the Campus Center	
I-E	Dean of Continuing Education and Community Services	Francis X. Brady
I-F	Director, Gannett-Tripp Learning Center	James Gray
I-G	Registrar and Director of Institutional Research	Sidney J. Mann II
I-H	Director of Career Services	Andrew A. Molloy
	Coordinator of Placement	
I-I	Dean of Admissions	Charles R. Miller
	Admissions Counselors	William Bromley John Clarkeson Sally Osann Barbara Peasley Wendy Roworth John Zeller

(Revised August 1975)

I-J	Assistant to the Chancellor and Director of Development	Gene S. Cesari
	Director of Public Relations	Richard Morrison
	Director of Publications	Lee J. Kline
	Director of Alumni Affairs	Sara Sage Bryner
I-K	Chief Financial Officer	John A. Riccillo
I-L	Business Manager	Ronald W. Wheaton
	Director of Food Service	
	Director of Physical Plant	Charles Schilling
	Bookstore Manager	Ben Otten
	Post Office Manager	Alice Ford
	Manager, Duplicating and Mailing	Harry Backer
I-M	Director of Athletics and Physical Education	Paul Brand
I-N	Director of Data Processing	
	Coordinator of Computer Services	Gary Swarthout
I-O	Executive Assistant to the Chancellor	Thomas R. Walton

INDEX

Page

Academic Freedom 117
Academic Integrity 91
Academic Processions 39
Academic Regalia 39
Academic Regulations 85
Academic Standards Committee 34
Academic Tenure 117
Acquisitions Policy 103
Admissions Committee 34
Advanced Studies Committee 36
Advisers 79
Advisory Committee on Tenure & Review 32
Alumni Affairs, Director of 23
Appointments, Faculty 48
Attendance, Class 100
Auditing Courses 88

Babysitting 62
Bookstore 76
Business Manager 26
By-Laws of College (Excerpt) 124

Career Services 17
Chancellor 5
Check Requests 65
Chief Financial Officer 24
Class Attendance 100
College Advisory Board 36
Committee on Tenure and Review 32
Committees 31
Concentrations 85
Confidentiality of Meetings 39
Continuing Education 83
Copyright Regulations 44-a
Credit Cards, College 78

Page

Curriculum Committee 33
Curriculum Responsibility 81

Data Processing, Director of 28
Dean of Administration 10
Dean of Admissions 19
Dean of the College 13
Dean of Continuing Education 14
Development, Director of 21
Dining Facilities 114
Director of Athletics 27
Disability Insurance 60
Discipline Committee 34
Duplicating Service 44

Education Law 129-A 126
Exams and Quizzes 94
Executive Assistant 29
Executive Committee (Faculty) 31

Facilities, Use of 112
Faculty Associates 106
Faculty, Definition of 30
Faculty Evaluation 52
Faculty Evaluation Guide 59
Faculty, Meals for 115
Faculty, Responsibilities of 30
Faculty Travel 42
Field Trips 43
Food Service 77
Free Elective 86
Fringe Benefits 60

Grading 95
Graduation Honors 98
Graduation Requirements 85

Health Insurance 60
Hearings 46
Honors 98
Honors Scholar 98

(Revised August 1975)

	Page
Independent Study	81
Junior Year Abroad	82
Keys	76
Learning Center	102
Learning Resources Committee	34
Learning Center, Director of	15
Learning Center Hours	102
Leaves of Absence, (Faculty)	51
Leaves of Absence, (Student)	90
Leaves - Sabbatical	50
Life Insurance	60
Major Medical Insurance	60
Majors	85
Mileage Allowance	68
Murray Center	116
Names of Administrators	132
Notice of Appointment	50
Organizational Chart	4-a
Outside Activities	40
Overload Charges	87
Overloads	87
P-F Grades	97
Pay Periods	60
Physical Education Requirement	86
Physical Plant Services	73
Placement, Coordinator	17
Post Office	77
Probation	99
Promotions	49
Proposals	110
Provost	8
Publications, Director of	22
Public Relations, Director of	21
Purchase Orders	63

	Page
Rank, Faculty	49
Registrar	16
Registration for Classes	92
Research Policies	108
Research Support	40
Resignation	51
Retirement Plan	122
Routes to Graduation	85
Sabbatical Leaves	50
Student Assistants	43
Student Questionnaire	56
Subsistence Allowance	69
Teaching Fellows	105
Teaching Loads	41
Tenure	45
Tenure, Hearings	46
Tenure Plus	45
Tenure, Policy	117
Tenure and Review, Committee	32
Test Scoring	44-b
Travel Advance	66
Travel Authorization	66
Travel Expenses	68
Travel Expense Report	68
Travel, Faculty	42
Tuition Waiver	62
Units	86
Use of Facilities	112
Withdrawal from College	89
Withdrawal from Course	88
Xerox Machine	44-a

SUPPLEMENT TO
ELMIRA COLLEGE
INFORMATION MANUAL

AUGUST 1975

A. From the August 1974 Supplement.

1. During the Academic Year, any staff member who is physically injured during working hours should be brought to the Clarke Health Center for medical treatment. If more than first-aid is required, the R. N. on duty will send the individual to the hospital.

   All accidents must be reported at the time they occur, either to the R. N. at the Health Center or if the accident occurs during a time of the year when the Health Center is closed, to Mrs. Susan Anderson, Payroll Assistant. The College will not authorize any Workmen's Compensation claim which has not been reported through the above channels on a timely basis.

2. The College will give a 10% reduction on all activities and tuition expenses for people holding Gold Cards or evidence that they are 65 years of age or older.

3. Where two or more members of the same family are resident at the same time at Elmira College, a credit on room and board charges is allowed each student according to the following schedule:

	Credit per Family Member
First Student	None
Second Student	$200.
Third Student	400.
All Additional Students	400.

4. The rental fee for the cap, gown and hood ($6.00 for Commencement 1974) will not be refunded for students who choose to graduate in absentia.

   The same fee will be charged and should be identified as the cost of graduating in absentia.

5. Caterer's Permits

   a. Campus Center and Murray Center

   Beer license covers the sale of beer. A Caterer's Permit is required if liquor or wine is to be served.

b. Eagle's Nest

A liquor license permits us to sell liquor, wine and beer. No Caterer's Permit is required if the event will be on the premises.

c. Occasions Requiring a Caterer's Permit

A Caterer's Permit costs $30 and this cost should be passed along to the user. A permit is required for any event held on Elmira College premises at which liquor or wine will be served and which is not held on the premises of the Eagle's Nest.

6. Anticipated travel by members of the faculty and staff should be registered with the Development Office three weeks in advance of the trip so that all trips can be coordinated. Individuals taking trips at college expense may be asked to perform services for other offices.

B. Supplemental Information - August 1975

1. Board Refunds

a. Board refunded for students who will be off campus during Term III will be $12.00 per week.

b. Refund for meals missed because of student teaching or field experience will be:

Breakfast	$0.30
Lunch	0.65
Dinner	0.85

2. CCFL Student Access Procedures

Student access is a cooperative arrangement among CCFL member institutions (Elmira College, Alfred University, Hartwick College, and Cazenovia College) which allows students to study at another CCFL member institution without any exchange of room, board, or tuition. The Student Access Program is intended to provide you with maximum access to the combined resources of the consortium institutions. Credit is granted for courses completed on another CCFL member campus, or for off-campus programs sponsored by a member college or by the CCFL. Student Access is coordinated through the office of the CCFL Deputy Director on each campus except Elmira. ALL QUESTIONS ON THIS CAMPUS REGARDING STUDENT ACCESS SHOULD BE DIRECTED TO THE DEAN OF THE COLLEGE'S OFFICE.

a. SELECTION OF COURSES - It is your responsibility to select courses at the host institution. Your sources of information include your advisor, a catalog of courses from the other CCFL member institutions (Gannett-Tripp Learning Center) or, through the host institution's Deputy Director, a temporary advisor on the host campus. (The CCFL Deputy Director will generally locate a temporary advisor on the host campus). This is a crucial step, and usually involves a visit to that campus since actual course schedules vary from semester to semester, and catalog descriptions may or may not provide sufficient information from which to make course selections.

b. STUDENT ACCESS FORMS - Forms for student access participation are available at the Registrar's Office. Student access forms must be completed in triplicate.

c. ADVISOR -

(a) The advisor must confirm that you are taking courses that satisfy graduation requirements, and are supportive of your academic plan. Final responsibility for the selection of courses and satisfaction of graduation requirements, however, is always vested in you.

(b) After courses have been selected at the host institution, your Elmira College advisor officially approves the program by signing the student access for, line 4, "Home Institution Approval Granted".

d. DEAN OF THE COLLEGE -

(a) The Dean of the College must verify that you are eligible for participation in student access. The Dean of the College will confirm that you are not on academic or social probation.

(b) The program is intended to provide "like" services. The Dean of the College will confirm the receipt of your payment (tuition, room, and board). If you wish additional services on the host campus, additional costs will be involved. For instance, if you do not participate in the Elmira College room and board program, you will not receive those services on the host campus unless appropriate arrangements are made and monies paid.

(c) The Dean of the College will distribute the completed student access forms as follows: 1 copy to the Elmira College Registrar; 1 copy to the Deputy Director at the host institution; and, the third copy for the Dean of the College files.

e. REGISTRATION - In order to participate in the student access program, you must register and pay fees here at Elmira. The registration "program of courses card" should read "CCFL Student Access at ____________ College." You then must complete the necessary formal registration procedure at the host institution as well.

Due to calendar conflicts, the Dean of the College will generally be able to eliminate an additional trip to Elmira College to complete our home institution's registration procedure. It is, however, your responsibility to confirm this service with the Dean of the College.

f. CALENDAR/COURSE LOAD CONFLICTS - The institutional calendar and course accounting system varies from institution to institution, including the awarding of credit for short terms. It is imperative that you compute and clearly understand the total number of credits you will earn for an academic year, and the effect, if any, from participation in this program.

3. Emergency Procedures

Attached is a one page list of procedures covering various emergency procedures. Read it carefully and have it available for quick and easy reference.

4. Family Educational Rights and Privacy Act of 1974

Following are the guidelines which have been established in order that we may comply with the provisions of this act.

a. All students registered with the Office of Career Services should give blanket, written permission on forms we provide to send their Placement Folders, including copies of transcripts, to all employers or graduate or professional schools requesting such information. Students participating in Intercollegiate Athletics will be asked to give blanket permission to send information necessary for us to respond to the NAIA eligibility forms. All other students will be given the option of signing a release in the event the college needs to respond to some request.

b. When a request for information is received from a third party, unless the student has already given blanket permission to release this information, we will have to obtain his written permission prior to release of the information. Students who do not give blanket permission would need to be asked for permission on a request by request basis and will be charged $2.00 for the cost of processing each request.

c. The student's file or transcript will include a list of all third parties to whom copies have been sent.

d. We will place in every student folder a form on which individuals inspecting the folder (including the student) must record their name, the date, and a brief reason for looking at the folder. These would be kept in the folder or attached to the permanent record card.

e. The following statement will be placed on the outside of every credential folder and on a note attached to any other personally identifiable information sent to third parties.

> "This information may not be shown to another party. It is for your personal use only."

College attorneys advise that in using the statement the college meets its obligation regarding fourth party access.

f. Students who request copies of information in their files must make such request in writing on a form designed for that purpose. A copy of the form will be placed in the folder. Students will be charged $1.00 per page for copies. Information requests made on 19 November are answerable on 2 January 1975.

g. In relation to admissions, a student is defined as such only after he registers for the first time. At that time the student would have the rights given in the law.

h. Grade reports and notification of disciplinary actions shall, in accordance with the law, continue to be sent to parents or guardians.

i. The Provost is designated as the person to whom the student goes for a hearing. If a conference cannot resolve the issue, the Academic Standards Committee will be the appeal group.

j. In no case will students have access to the PCS or any other information regarding their parents economic status without the written consent of the parents. Neither will they have access to medical records.

5. Transfer Policy

The following Statement of Policy will govern transfer of credits to Elmira College, and replaces all policies previously established.

a. General Requirements for Undergraduate Degrees.

(1) Baccalaureate Degrees. Successful completion of at least 20 units (30 semester hours) of credit from Elmira College and a total of 80 units (120 semester hours) of credit.

(2) Associate Degrees. Successful completion of at least 8 units (12 semester hours) of credit from Elmira College and a total of 40 units (60 semester hours) of credit.

(3) The major or concentration must include successful completion of at least three courses (a minimum of 9 semester hours or 6 units) taken at Elmira College. These courses must be from those required for the major or concentration.

(4) For all undergraduate degrees, the student must achieve a minimum cumulative grade point average of 2.00 for all work taken at Elmira College.

b. General Requirements for Graduate Degrees.

(1) Successful completion of at least 21 semester hours of credit from Elmira College and a total of 30 semester hours.

(2) Achievement of a minimum cumulative grade point average of 3.00 for all work taken at Elmira College.

c. Credit Determinations.

(1) Undergraduate credit for which the student received a grade of C or above, and graduate credit for which the student received a grade of B or above will be considered for transfer to Elmira College from institutions

which are accredited by an agency which is a member of the Council on Post-secondary Accreditation (COPA).

(2) Students who hold the Associate Degree from an accredited college as defined above and have achieved a 2.00 cumulative grade point average (on a 4.00 system) shall be considered for full Junior Standing. "Full Junior Standing" means that not fewer than 40 units (60 semester hours) nor more than 45 units (68 semester hours) will be granted for the Associate Degree, and that the student has met all the general degree requirements required of freshmen and sophomores. (More than 40 units will be granted only if the number of credits for which the student received a grade of C or above total more than 40 units.)

(Students will have met the Elmira College Physical Education Requirement only if they have taken and completed a physical education requirement from the college from which they intend to transfer.)

(3) Elmira College accepts credit recommendations as given by the Commission on the Accreditation of Service Experience, Educational Testing Service, New York State Department of Education, and The American Association of Collegiate Registrars and Admissions Officers.

(4) All other credit determinations will be made by the Registrar in consultation with the Provost and other appropriate officials on the basis of guidelines recommended by the Academic Standards Committee and approved by the faculty and Board of Trustees.

(5) Courses taken at another college and in which the student received a grade of D may be accepted to waive a prerequisite or a degree requirement, but will not be transferred as credit except under Section 5-c-(2) above.

(6) If another college permitted the student to repeat a course to raise a grade, Elmira College will accept the higher grade.

6. Elmira College Grading System.

a. The system shall include the following grades which carry quality points and are thus included in computation of grade point average.

A, A-	(90%-100%) indicates a mastery of the knowledge and skills of the course. The student receiving this grade has demonstrated his or her ability to recognize, analyze, and solve new problems independently.
B+, B, B-	(80%-89%) indicates achievement of a high order, involving high proficiency in the attainment and application of knowledge and skills.
C+, C, C-	(70%-79%) represents an average performance. It should indicate familiarity with the content of the course and active participation in the work of the class.
D+, D, D-	(60%-69%) indicates work which is in one or more respects below the acceptable standard for graduation, but which is suffient in quantity and quality to be given credit toward the degree if offset by a sufficient amount of superior work in other courses.
F (Below 60%)	Indicates failure. No credit.

b. Each of the grades identified above shall carry the quality points indicated below.

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3
C = 2.0
C- = 1.7

D+ = 1.3
D = 1.0
D- = 0.7

F = 0

c. Additional grades which shall be available for use, but which do not carry quality points and, except for WF, are not computed in the grade point average are:

I = incomplete; final examination deferred or work not completed for reasons of health or serious emergency; becomes an F if not completed within six months.

P = passing; represents A through D as defined above.

W = withdrawal; indicates withdrawal while passing the course.

WF = withdrawal failing; indicates withdrawal while failing the course, or withdrawal from the course after the fifth week. (Counts in grade point average as though it were an F.)

7. Procedures for Awarding Associate Degrees to Full-Time Students.

In order to receive the degree Associate of Arts, a full-time student must make application to the office of the Registrar as soon as possible, but not later than sixty days prior to the Commencement at which he expects to receive the degree. The application form must be signed by the advisor attesting to the fact that the student has developed an academic program which, if successfully completed, will result in completion of the requirement for the Associate degree indicated.

At the end of Term II of the year that the degree is is to be awarded, the advisor must further certify that the student has in fact completed the requirements for the degree.

Appropriate forms are available from the Office of the Registrar.

8. Academic Program Planning Coordinators

Three academic areas have been identified as follows:

A. Health and Technical Services - Dr. Lindsay

The disciplines included are:

Biology
Chemistry
Physics
Geology
Speech and Hearing
Mathematics

B. Business and Human Services - Dr. Kobayashi

The disciplines included are:

Business Administration
Economics
Political Science
Sociology
Psychology
Anthropology
Education

C. Arts and Humanities - Dr. Whalen

The disciplines included are:

English
History
Art
Music
Theatre
Languages
Philosophy and Religion

The Coordinators have responsibility for reviewing the academic programs being offered for both full-time and part-time students.

It is anticipated that these programs can be combined to improve the curricular opportunities for all Elmira College students. The Coordinators will be responsible for encouraging both full- time and part-time faculty to improve the programs and for recommending assignments of teaching responsibilities.

The Coordinators will be expected to review the credentials of both full- and part-time faculty and be closely involved in making recommendations for hiring faculty.

The Coordinators will work as a team to insure that the entire curriculum is a balanced one designed to meet as nearly as possible the needs of all our students. On academic and staffing matters they will serve as liaison between faculty and the Dean of Administration and Dean of Continuing Education. It is expected that faculty will discuss their curricular and scheduling suggestions with the Coordinators who will present recommendations to the Dean.

August 1975 /f

EMERGENCY PROCEDURES - PLEASE POST BY TELEPHONE

A. FIRE - Very small fires may be handled through the use of a fire extinguisher. In all other cases of fire:

1. Call the Fire Department 734-5121
   Building Address is: ____________________________________
2. Pull fire alarm.
3. See that everyone has vacated the building and remains a safe distance away.
4. Notify Security.
5. Notify a member of the administrative staff:

Dr. Ruffer	(732-6400)	Ext. 212
Mr. Walton	(734-5632)	Ext. 285
Mr. Wheaton	(739-7255)	Ext. 205
Dr. Mittelstadt	(733-5041)	Ext. 221
Mr. Schilling	(733-2759)	Ext. 251/278

B. BOMB ALERT - If you are notified by a member of the administration that we are having a bomb alert:

1. Pull fire alarm.
2. See that everyone has vacated the building and remains 300 feet away until all is clear.

C. ILLNESS, INJURY OR ACCIDENTS -

1. Contact the Health Center immediately (732-1541), describe the problem and nurse on duty will advise you of action to be taken. If the ambulance is needed, the nurse will call one and will alert the hospital that a patient will be arriving. Do not try to move anyone who cannot move himself.
2. If College is not in session, call directly for an ambulance (734-9141). State address, best entrance, nature of illness or injury.
3. If a staff or faculty member is injured during working hours, he should be taken (if appropriate - see C1) to the Clarke Health Center for treatment. If more than first aid is called for, the R. N. on duty will send the individual to the hospital.

   All accidents must be reported immediately either to the R. N. at the Health Center or to Mrs. Anderson, Ext. 223, in order for the College to authorize Workmen's Compensation claim.

D. EMERGENCY NUMBERS:

Police	733-6641	Clarke Health Center	732-1541
Fire Dept.	734-5121	Ambulance	734-9141

E. The Clarke Health Center, Switchboard, Campus Center, Head Residents, and Security personnel are interconnected via two-way radio.

August 1975/f